## CONTENTS

<table>
<thead>
<tr>
<th>SECTION</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Letter</td>
<td>2</td>
</tr>
<tr>
<td>Discover. Experience. Thrive.</td>
<td>3</td>
</tr>
<tr>
<td>How We Can Help</td>
<td>4</td>
</tr>
<tr>
<td>How to Use This Guide</td>
<td>5</td>
</tr>
<tr>
<td>How to Become Career Ready</td>
<td>6</td>
</tr>
<tr>
<td>My Career Plan: Discover. Experience. Thrive</td>
<td>7</td>
</tr>
<tr>
<td>My Career Planner</td>
<td>8</td>
</tr>
<tr>
<td><strong>DISCOVER</strong></td>
<td>9</td>
</tr>
<tr>
<td>My Strengths and Interests</td>
<td>10</td>
</tr>
<tr>
<td>Career Paths</td>
<td>11</td>
</tr>
<tr>
<td>My Network</td>
<td>12</td>
</tr>
<tr>
<td>Smart Goals</td>
<td>13</td>
</tr>
<tr>
<td>Time Management</td>
<td>14</td>
</tr>
<tr>
<td>Milestone #1: My Plan</td>
<td>15</td>
</tr>
<tr>
<td>My Career Plan: Discover</td>
<td>16</td>
</tr>
<tr>
<td>My Career Planner</td>
<td>17</td>
</tr>
<tr>
<td><strong>EXPERIENCE</strong></td>
<td>18</td>
</tr>
<tr>
<td>Getting Involved</td>
<td>19</td>
</tr>
<tr>
<td>My Story</td>
<td>20</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>- My Asset Map</td>
<td>21</td>
</tr>
<tr>
<td>- Creating My Story</td>
<td>22</td>
</tr>
<tr>
<td>- My Resume</td>
<td>23</td>
</tr>
<tr>
<td>- My Curriculum Vitae</td>
<td>24</td>
</tr>
<tr>
<td>- My Cover Letter</td>
<td>25</td>
</tr>
<tr>
<td>- Tailor My Story</td>
<td>26</td>
</tr>
<tr>
<td>- My LinkedIn Profile</td>
<td>27</td>
</tr>
<tr>
<td>- My Handshake Profile</td>
<td>29</td>
</tr>
<tr>
<td>- My Portfolio, Website &amp; Blogs</td>
<td>30</td>
</tr>
<tr>
<td>- Managing My Online Presence</td>
<td>31</td>
</tr>
<tr>
<td>- Impactful Introductions</td>
<td>32</td>
</tr>
<tr>
<td>Milestone #2: Create and Share My Story</td>
<td>33</td>
</tr>
<tr>
<td><strong>THRIVE</strong></td>
<td>53</td>
</tr>
<tr>
<td>Gain Experience</td>
<td>34</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>- Internships &amp; Co-Ops</td>
<td>35</td>
</tr>
<tr>
<td>- Kickstart My Job Search</td>
<td>36</td>
</tr>
<tr>
<td>- Researching Companies</td>
<td>37</td>
</tr>
<tr>
<td>- Networking</td>
<td>38</td>
</tr>
<tr>
<td>- Professional Style</td>
<td>39</td>
</tr>
<tr>
<td>- Career Fair Strategies</td>
<td>40</td>
</tr>
<tr>
<td>- The Hiring Process</td>
<td>41</td>
</tr>
<tr>
<td>- Interview Types</td>
<td>42</td>
</tr>
<tr>
<td>- Types of Interview Questions</td>
<td>43</td>
</tr>
<tr>
<td>- Interview Best Practices</td>
<td>44</td>
</tr>
<tr>
<td>- Understanding My Offer</td>
<td>45</td>
</tr>
<tr>
<td>- Evaluating My Offer</td>
<td>46</td>
</tr>
<tr>
<td>- Negotiating My Offer</td>
<td>47</td>
</tr>
<tr>
<td>- Graduate &amp; Professional School</td>
<td>48</td>
</tr>
<tr>
<td>- Graduate School Timeline</td>
<td>49</td>
</tr>
<tr>
<td>Milestone #3: Complete an Internship</td>
<td>50</td>
</tr>
<tr>
<td>My Career Plan: Gain Experience</td>
<td>51</td>
</tr>
<tr>
<td>My Career Planner</td>
<td>52</td>
</tr>
<tr>
<td>Well-Being and Work</td>
<td>54</td>
</tr>
<tr>
<td>My First 90 Days</td>
<td>55</td>
</tr>
<tr>
<td>Leading in a Multigenerational Workplace</td>
<td>56</td>
</tr>
<tr>
<td>Financial Well-Being</td>
<td>58</td>
</tr>
<tr>
<td>Build My Budget</td>
<td>59</td>
</tr>
<tr>
<td>Leading in a Diverse/Multicultural Workplace</td>
<td>60</td>
</tr>
<tr>
<td>Milestone #4: Completing My 90-Day Plan</td>
<td>61</td>
</tr>
<tr>
<td>My Career Plan: Thrive</td>
<td>62</td>
</tr>
<tr>
<td>My Next Steps</td>
<td>63</td>
</tr>
</tbody>
</table>
We are here to partner with you on your journey. Consider us your co-collaborators in creating your unique path. This isn’t just about finding a job, but developing the skills that you need to explore the possibilities, achieve your goals, nurture positive relationships, and ultimately flourish personally and professionally. We accomplish this by using a holistic approach to your career development because we believe that you are multitalented and the world is waiting for you to make your unique contribution. Are you ready to begin a journey that will last a lifetime?
DISCOVER. EXPERIENCE. THRIVE.

Your career journey begins the moment you become a Highlander. Connect your strengths, talents and experiences to a career that you love. Begin to chart your path today!

DISCOVER

What are your strengths and talents? We can help you identify your talents and link them to possible career paths. Together we can create your unique career plan.

EXPERIENCE

Gain relevant experience through internships, on-campus employment and ultimately your dream job. We can help you share your strengths, experiences and career interests in a way that is authentic and compelling.

THRIVE

Learn skills that will help you thrive personally and professionally; from developing your leadership style and overcoming stress to managing your money wisely.
How We Can Help

1:1 & Small Group Coaching Sessions

Workshops

Career Events

Find a Job

WHAT IS HANDSHAKE?

Handshake is our 24/7 Career Center app.
What can you do on Handshake?
• Find a job
• Make an appointment with your Career Coach
• Register for an event
• Explore career resources

Find Handshake, in your MY RU Portal or download it from the app store.

do what you love
How to Use This Guide

DISCOVER: My Network
Who are the people that you want to have on your journey?

Make a list of people who will support you on your journey:

Professors: __________________________________________

Family: __________________________________________

Friends: __________________________________________

Alumni / Industry Experts: __________________________________________

Co-workers & Bosses: __________________________________________

Coaches & Advisors:
My Career Coach: ____________________________
My Academic Advisor: __________________________

TIPS: CONVERSATION STARTERS
Here are some things to ask people in your network:
✓ What are some experiences that will help me learn more about my intended career choice?
✓ What makes you excited about your career? How did you know it was right for you?
✓ You know me, can you see me doing this career path? Why? Why not?
✓ What experiences have you had, that have been helpful for you, so far?

MY NEXT STEP
What is the one thing that you will do to begin building your network?

https://www.radford.edu/content/career-services/home/events/career-development-workshops.html

Center for Career and Talent Development  |  www.radford.edu/careers

Have Fun. Challenge Yourself. Explore. That is what journeys are all about! Along the way you will discover more about you and gain the knowledge, and experiences to thrive!
How to Become Career Ready

Let's begin with the end in mind. Here's what employers say are “must-have” competencies and skills for success in your first job after college. These skills are called Career Readiness Competencies.

**Critical Thinking & Problem Solving**
Exercise sound reasoning to analyze issues, make decisions and overcome problems.

**Professionalism & Work Ethic**
Demonstrate integrity, act with the interest of the larger community in mind and learn from your mistakes.

**Teamwork & Collaboration**
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints.

**Global & Intercultural Fluency**
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations and religions.

**Digital Technology**
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.

**Leadership**
Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

**Career Management**
Identify and articulate your strengths, knowledge and experiences as they relate to a position. Identify areas for growth.

**Oral & Written Communication**
Articulate ideas effectively in written and oral forms to persons inside and outside of the organization.

Source: National Association of Colleges and Employers (NACE) Career Competencies
Image Credit: University of Rochester, Gwen M. Greene Center for Career Education and Connections

**WHAT IS CANDID CAREER?**
Candid Career is a series of career exploration videos. There are thousands of videos to help you discover your career path, build career competencies and help you find your dream job.

**TIPS FOR BEING AN EFFECTIVE LEADER**
https://www.candidcareer.com/video-leadership,3bf031dcf0fca9770d4,Radford
### My Career Plan

Dreams inspire us to action! Below is a CAREER PLAN for you to customize to guide you in your career journey.

Keep track of your progress by checking the boxes as you accomplish each goal in your career journey.

#### #1 DISCOVER YOUR STRENGTHS & INTERESTS

- ✓ Look through the Career Guide to get an idea of the exciting journey ahead
- Take the Values in Action (VIA) assessment to discover your unique strengths
- Take FOCUS2 assessment to explore career paths that might be a good fit for you
- Gather career information and consider career path options
- Create my network
- Make SMART Goals
- Develop Time Management Strategies
- Career Milestone #1: Create Your Career Plan
- Schedule an appointment with your Career Coach

#### #2 CREATE YOUR STORY

- Get involved in clubs, organizations, volunteer experiences, work-study and leadership opportunities
- Create your Personal Asset Map
- Build your Resume or Curriculum Vitae
- Make your LinkedIn Profile and start making connections
- Complete your Handshake Profile
- Develop your Impactful Introduction
- Career Milestone #2: Get Involved & Share Your Story
- Schedule an appointment with your Career Coach

#### #3 GAIN EXPERIENCE

- Engage in a variety of experiences (internships, research, leadership, jobs, study-abroad, etc.)
- Kick off your job search and research employers
- Attend career fairs and networking events
- Master the art of interviewing
- Evaluate and negotiate offers
- Explore Graduate and Professional Schools (if applicable)
- Career Milestone #3: Complete at least one internship or relevant work experience
- Schedule an appointment with your Career Coach

#### #4 THRIVE

- Live a Life of Balance and Well-Being
- Life Management – Putting First Things First
- Build skills to lead in a multigenerational & multicultural workplace
- Start Strong – Create a First 90 Plan for Success
- Manage Your Finances
- Career Milestone #4: Refine Your Career Plan
- Schedule an appointment with your Career Coach
- Complete your First Destination Survey

---

### MASTER THESE CAREER READINESS COMPETENCIES

- Oral & Written Communication
- Critical Thinking
- Problem Solving
- Digital Technology
- Career Management
- Leadership
- Teamwork Collaboration
- Global/Intercultural Fluency
- Professionalism Work Ethic
My Career Planner

Use this career planner to write down ideas and plan next steps on your career journey.

<table>
<thead>
<tr>
<th>My Strengths</th>
<th>My Career Interests</th>
<th>My Contribution</th>
<th>My Vision</th>
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### Timing

<table>
<thead>
<tr>
<th>Strengths/Interests to Explore</th>
<th>Skills to Develop</th>
<th>Development Activities</th>
<th>Support</th>
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</table>

| Now                           |                    |                       |
|-------------------------------|                    |                       |

| This Year (short term)        |                    |                       |
|-------------------------------|                    |                       |

| Next Year (long Term)         |                    |                       |
|-------------------------------|                    |                       |
What are your strengths and talents? Identify your talents and link them to possible career paths. Together we can create your unique career plan.

In the DISCOVER phase, you will learn to:

- Discover your talents and strengths
- Explore career possibilities
- Build your Career Journey Support Team
- Create SMART Goals
- Develop Time Management Strategies
DISCOVER: My Strengths and Interests

IDENTIFY YOUR STRENGTHS

Have you thought about your strengths and what you really value? The Values in Action assessment (VIA) can help you discover your unique personality character strengths. Think about what energizes you and what you enjoy doing.

Take the Values In Action Inventory. Here’s the Link: http://www.viacharacter.org/www

My signature strengths are:
1. __________________________ 2. __________________________ 3. __________________________ 4. __________________________ 5. __________________________

I am most energized when I am
_______________________________________________________________________________________________________

FIND YOUR CAREER INTERESTS

What career paths interest you? What industries might be a good fit for your interests, skills and strengths? The FOCUS2 assessment can help you explore career paths that might be a good fit for you, based on your work interests, personality, values, skills and leisure preferences.

Take the FOCUS2 inventories. Here’s the Link: https://www.focus2career.com/Portal/Login.cfm?SID=683

Create an Account. Access Code: highlanders

Work Interest Assessment: My top 3 interests are:
1. __________________________ 2. __________________________ 3. __________________________

Values Assessment: My top 3 values are:
1. __________________________ 2. __________________________ 3. __________________________

Skills Assessment: My top 3 skills are:
1. __________________________ 2. __________________________ 3. __________________________

Leisure Assessment: My top 3 interests are:
1. __________________________ 2. __________________________ 3. __________________________

Personality Assessment: 3 words that describe me well are:
1. __________________________ 2. __________________________ 3. __________________________
Now’s the time to explore possible career paths. What’s out there? What would be a good fit?

Create your list of possible career paths

Building on the career options suggested in FOCUS 2 as well as your own exploration of careers, list FIVE jobs that you could potentially see yourself doing.

<table>
<thead>
<tr>
<th>Career/Jobs</th>
<th>What excited me about it?</th>
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<tbody>
<tr>
<td>1.</td>
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<td>2.</td>
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DISCOVER: My Network

Who are the people that you want to have on your journey?

Make a list of people who will support you on your journey:

Professors
________________________________________
________________________________________

Family
________________________________________
________________________________________

Friends
________________________________________
________________________________________

Alumni / Industry Experts
________________________________________
________________________________________

Co-workers & Bosses
________________________________________
________________________________________

Coaches & Advisors
My Career Coach: _________________________
My Academic Advisor: _____________________

TIPS: CONVERSATION STARTERS

Here are some things to ask people in your network:

✓ What are some experiences that will help me learn more about my intended career choice?

✓ What makes you excited about your career? How did you know it was right for you?

✓ You know me, can you see me doing this career path? Why? Why not?

✓ What experiences have you had, that have been helpful for you, so far?

MY NEXT STEP

What is the one thing that you will do to begin building your network?

https://www.radford.edu/content/career-services/home/events/career-development-workshops.html
DISCOVER: Smart Goals

Setting goals can be a great strategy for staying focused on your journey, and SMART goals will help you clarify your ideas, focus your efforts and use your time and resources productively.

HERE’S AN EXAMPLE OF A SMART GOAL

I am going to complete the Values in Action (VIA) and FOCUS2 inventories, by September 30.

Create your own SMART GOALS for...

This week
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This semester
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

This year
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

TIP
To write a SMART Goal, ask yourself these questions: Is my goal...

S = Specific
What exactly will you accomplish?

M = Measurable
How will you know when you have reached your goal?

A = Attainable
Is achieving this goal realistic?

R = Relevant
Why is this goal important in your life?

T = Time-Bound
When will you achieve this goal?

MY NEXT STEP
What is the one thing that you will accomplish, to move forward in your career journey?
DISCOVER: Time Management

Finding time to think about your future and accomplish your goals can get lost in the day to day of life. Here is a way to help you set priorities and manage your time.

THE BUCKET STRATEGY

Think of each day as bucket, and that bucket represents your time. If you let others fill your bucket for you, it will get filled quickly, and you won’t have time to get YOUR important tasks done. Begin with the big rocks (what’s important to you) and then most of the small stuff will still be able to fill in.

Let’s start with the “Pebbles”—The small (or insignificant) stuff that fills up our lives. Stuff like social media and TV. What are some of your small pebbles?

TIPS

✓ Once a week, look at your calendar for the upcoming week and block in your “big rocks”—each day.

✓ Things to definitely block in on your schedule:
  - Class
  - Study (2 hours / 1 class)
  - Sleep (7-8 hours)
  - Eat (preferably healthy)
  - YOU Time
  - Relationships

✓ Put all of your assignment due dates on your calendar and then block in times (more than you think you will need) to get them done.

✓ Keep track of how much time, your assignments are actually taking and adjust your schedule accordingly.

✓ Need help? The Highlander Knowledge Center and the Center for Accessibility Services are great resources!

MY NEXT STEPS

I will create a weekly plan, starting today!
MILESTONE #1: My Plan

Congrats! You are moving right ahead in your journey.

Take a few moments to look at where you are and how far you have come in your career journey. You have...

✓ Discovered your strengths
✓ Explored career possibilities
✓ Found people who will support you along the way
✓ Created SMART goals
✓ Developed time management strategies

Take a moment to reflect and then write:

My greatest strengths are:

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
4. _______________________________________________________________________
5. _______________________________________________________________________

Career paths that seem like a good fit for my strengths, skills and interests are:

1. _______________________________________________________________________
2. _______________________________________________________________________
3. _______________________________________________________________________
My Career Plan

Dreams inspire us to action! Below is a CAREER PLAN for you to customize to guide you in your career journey.

Keep track of your progress by checking the boxes as you accomplish each goal in your career journey.

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- Problem Solving
- Digital Technology
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- Leadership
- Teamwork
- Collaboration
- Global/Intercultural Fluency
- Professionalism
- Work Ethic
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### Timing

- **Strengths/Interests to Explore**
  - What strengths/interests do I want to build and explore?

- **Skills to Develop**

- **Development Activities**

- **Support**

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Gain relevant experience through internships, on-campus employment and ultimately your dream job. Share your strengths, experiences and career interests in a way that is authentic and compelling.

In the EXPERIENCE phase, you will learn how to:

✓ Get involved
✓ Create your story
✓ Gain experience
EXPERIENCE: Getting Involved

Your career journey is about experiences. At Radford University, you will have limitless opportunities to get outside of the classroom, practice the skills you are learning in the classroom, and create your story.

HERE ARE A FEW WAYS TO GET INVOLVED

- Join a club
- Resident Hall Council
- Student Government Association
- Annual Days of Service
- Living Learning Communities
- College & Alumni Ambassadors
- Study abroad / away
- Volunteer at a Career Event

TIPS

- Attend Club Fair!
- Explore over 250 clubs and organizations.

Get involved! Here are some things I will do to get involved:

This week, I will...

________________________________________________________________________________

________________________________________________________________________________

This semester, I will...

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

This year, I will...

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________
EXPERIENCE: My Story

On your career journey as you get more and more involved, have new experiences, build skills, and make meaningful connections, you are creating a story to tell.

Here are several ways to tell your story.

- **PRINT MATERIALS**
  - Resume
  - Curriculum Vitae (CV)

- **CAREER PLATFORMS**
  - Handshake
  - LinkedIn

- **SOCIAL MEDIA**
  - Facebook
  - Instagram
  - Twitter

- **PORTFOLIOS**
  - Portfolium

- **NETWORKING**
  - Career Fairs
  - Networking Events
  - Conferences

- **ONLINE**
  - Blogs
  - Personal Websites
EXPERIENCE: My Asset Map

Assess where you are in your career journey and what you want to share in your story. An asset map can help you review your strengths, talents and experience on one page. The map can be used as input to write your story.

Create your asset map:

- **Strengths & Skills**
- **Personal Background:** multilingual, global/regional familiarity
- **Academics:** Projects/Research/Relevant Courses
- **Passions/Values/Interests:**
- **Jobs & Internships:**
- **Clubs/Sports/Volunteer:**
- **Leadership Experience:** Teams, projects, jobs, clubs
- **Trainings/Certifications/Skills:**

Source: Inspired by and adapted from Dr. Sara O’Brien and Dr. Matthew Close, Radford University Department of Biology
EXPERIENCE: Creating My Story

ACHIEVEMENT STATEMENTS

A great story elicits emotion, captures the imagination and holds our attention. Achievement statements can be used in your resume, and bring your story to life.

HERE’S HOW TO WRITE A COMPELLING STATEMENT

Think about an achievement—something that you are proud of in a job, volunteer experience, internship, team project, etc.

Answer these questions:
1. What did you accomplish? (What was the result?)
2. What talents or skills did you use?
3. What career readiness competencies did you build?

Example:
Co-created and implemented a sustainable process to reduce food waste, by redirecting 100+ meals / day to a local food kitchen.

Write an achievement statement about one of your experiences.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

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________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Learn more about creating your story by watching Candid Career Videos.

TIPS

✓ Focus on accomplishments, lessons learned and results, rather than just listing tasks.

✓ Use strong action verbs to capture the action in describing the experience.

✓ Consider what Career Readiness Competencies you practiced in this experience.

✓ Keep track of your experiences in Handshake or LinkedIn, a portfolio.

BUILDING YOUR PERSONAL BRAND

https://www.candidcareer.com/video-branding,4dee908db2db5f6bf23c,Radford
EXPERIENCE: My Resume

Your resume is a marketing tool that tells your story to an employer. It quickly tells them what you can offer as an employee and invites them to learn more about you.

---

**Student Name**  
123.345.5678 • Student@radford.edu • LinkedIn

---

**Professional Profile**
- Excel Expert Certified and Microsoft Office Specialist (MOS)
- Proficient in Quickbooks, Peachtree and Project Trak
- Excellent Leadership, Communication and Organizational skills
- Radford University Honors Academy member, serving in Honors Academy Student Council

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**Education**

**Bachelor of Business Administration (BBA) in Accounting**  
Expected: May 2020
Radford University, Radford, VA
Overall GPA: 3.5 • Dean’s List

- The International Honor Society of Beta Gamma Sigma, Secretary – top 10% of class selected

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**Experience**

**Jr Investment Analyst Student Management Investment Portfolio (SMIPO)**  
2018 - Present
- Analyze the Basic Materials sector and research its future outlook
- Use the Capital Asset Pricing Model, Security Market Line, and Discounted Cash Flow Analysis to help evaluate a prospective stock
- Gather research needed to present to Executive Board to approve transaction

Radford University Telephone Outreach Program  
2017 - Present
- Raised more than $8,000 from more than 100 donors
- Contact alumni, parents and friends of Radford University to update demographic information, invite them to campus and solicit donations to the Radford University Annual Fund
- Serve as caller guide, training and coaching new employees by listening to their calls and providing feedback for improvement

Office Assistant, The Company Name, Radford, Virginia  
May - August 2018
- Accounts payable: reconciled invoices to purchase orders, input invoices into two accounting systems, reconciled vendor statements and filed checks
- Managed inventory transfers and assisted with month-end inventory
- Assisted with Accounts Receivables
- Performed office management duties as needed

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**Involvement & Activities**

The International Fraternity of Delta Sigma Pi, 2017 – Present
College of Business & Economics Student Ambassador, 2017 – Present
- Training and Development Chair
- College of Business & Economics Dean’s Student Advisory Board, 2017 – 2018

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**RESUME TIPS**

✓ **Make it authentic** by representing your accomplishments and highlighting what you will bring to the organization.

✓ **Take the time to tailor your resume to specific job descriptions** by matching the skills and key words on your resume to the job qualifications.

✓ **Make it easily readable** by using standard fonts and simple design and saving as a PDF before sending.

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**RESUME SECTIONS:**

✓ **PROFESSIONAL SUMMARY**  
Convey key skills information and accomplishments concisely. Use key words for your industry.

✓ **EDUCATION**  
Follow standard format and include GPA if 3.0 or higher.

✓ **EXPERIENCE**  
This is where employers focus 90% of their attention! Include related jobs, internships, projects, research, practicums. Focus on accomplishments!

✓ **EMPLOYMENT**  
Include to show workplace experience, but limit details.

✓ **LEADERSHIP & SERVICE**  
Show leadership, volunteer, service. Show accomplishments.

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https://www.radford.edu/content/career-services/home/events/career-development-workshops.html

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Center for Career and Talent Development | www.radford.edu/careers
EXPERIENCE: My Curriculum Vitae (CV)

Are you planning to go to graduate or professional school, apply for jobs in higher education, or pursue working abroad? If so, you will likely need a curriculum vitae. The primary difference between a CV and a resume is that a CV goes in to greater detail and can be two pages or more.

Lucy Taylor
youremail@radford.edu  540-123-4576

EDUCATION
Radford University, Radford, Virginia
Bachelor of Science in Biology, Minor in Chemistry
Graduated magna cum laude, GPA 3.86/4.00

MAJOR INDEPENDENT RESEARCH TOPIC
Radford University, Ecophysiology Lab, with Dr. Shannon O’Brien
September 2015 – May 2018
Taylor, L. “Trouble with Trenbolone? Examining the influence of common run-off pollutant on Gambusia hollow development and behavior”

GRANTS AND AWARDS
Applied:
National Science Foundation – Graduate Research Fellowship. Physical and behavioral effects of a common endocrine disrupting chemicals on fish in an eastern river. Fall 2016
Awarded:
Scholar-Citizen Fellow Highlander in Action Grant. Radford University, Spring 2017. $1,500.
Nominated:
Outstanding Student, Radford University, Artis College of Science and Technology, Spring 2018

PRESENTATIONS & PUBLICATIONS
Scholarly
Outreach

RELEVANT COURSE WORK & TECHNIQUES
• Study Abroad: Radford Amazonian Research Expedition – Peru/Amazon Rainforest, May 2017
• Courses: Instrumental Chemistry, Endocrinology, Biochemistry, Pathophysiology, Radford University
• Lab/Field Techniques Mastered: ELISA/EIA test kits, H&E Staining – Histological Analysis, H—NMR, IR, and mass spectrometry, titrations, distillations, behavioral monitoring with Node Vision software

TEACHING EXPERIENCE
• Teaching Assistant, Human Anatomy and Physiology, Radford University, Fall 2016 – Spring 2018
• Peer Instructor, University 100, Introduction to Higher Education, Radford University, Fall 2017
• Teaching Assistant, Undergraduate Research Methods Course, Radford University, Summer 2017

EMPLOYMENT
Radford University, Learning Assistant Resources Center, Fall 2016 – Spring 2018
• Tutor: Tutored students in multiple courses, including Anatomy and Physiology and Pathophysiology
• Office Assistant: Provided receptionist duties and assisted the Dean and Academic Advisors

OUTREACH, SERVICE and EXTRACURRICULAR ACTIVITIES
• Greenhouse Tour Guide Coordinator, Radford University, Fall 2016-Spring 2018
• Carilion Hospital Volunteer, Radford Virginia, (2 hours weekly), Fall 2016 – Spring 2018

CV TIPS

Make it authentic by highlighting your accomplishments and what you will bring to the program or position.

SECTIONS:

✓ EDUCATION
Follow standard format and include GPA and professional certifications.

✓ AWARDS AND HONORS
Academic awards, scholarships fellowships, honor societies.

✓ EXPERIENCE
Summary of your related experience (research, teaching, internships, field experience, laboratory experience, etc.) in reverse chronological order.

✓ PUBLICATIONS
Use recommended citation style for your discipline.

✓ PRESENTATIONS
List your role, presentation name, location, date presented.

✓ EMPLOYMENT
Include to show workplace experience, but limit details.

✓ UNIVERSITY/COMMUNITY ENGAGEMENT
Show leadership, volunteer, service, and accomplishments.
EXPERIENCE: My Cover Letter

You get to shine, in your cover letter! Personalize your story in a way that allows an employer know why you are excited about this particular position, and why you are perfect for the role. Here’s how to write a cover letter.

[Today’s Date]

Karen Appalachia  
Director of Human Resources  
Selection National, Inc.  
987 Main Street  
Alexandria, VA 22314  

RE: Recruitment/Selection Sumer Intern [ID: 00087569]

Dear Ms. Appalachia:

My interest in pursuing professional development in human resources prompted me to contact you regarding your Recruitment/Selection Summer Intern position, as advertised on LinkedIn. As a junior Business Administration major at Radford University with a minor in Psychology, I have learned much about the importance of strategic business functions like employee recruitment and selection. I am motivated to spend my summer gaining valuable applied experience by interning with your department.

As you can see from my resume, my previous human resources internship with NRV Accounting gave me familiarity with human resource generalist tasks. I have also had coursework and projects involving topics like Organizational Behavior, Business Strategies, Psychology of Work Behavior and Human Resources Management. These experiences have equipped me with the theoretical knowledge, problem-solving and critical thinking skills needed for the position. It will also allow me to provide your department with fresh insight from not only a traditional business perspective but also from the more intimate psychological perspective.

If granted the opportunity to intern with your company, I look forward to working diligently with your department as I gain valuable experience to supplement the content I will learn in current and future semesters. I look forward to meeting with you to further discuss the position and my ability to meet your needs. Thank you for your time and consideration.

Sincerely,

Alden Dover

Alden Dover

COVER LETTER TIPS

✓ HEADER: Follow proper letter format as illustrated in the example.

✓ ADDRESS & GREETING: Determine the name of the hiring manager. Search the company web site or call the Human Resources office and ask for information.

✓ PARAGRAPH 1: Identify the position and the company and how you learned about the position. Introduce yourself, why you are interested in the position, and are a strong candidate. [Never begin with “My name is ….”]

✓ PARAGRAPH 2: Share skills and experiences that are relevant to the employer’s position. Tell how you can bring value to the organization. Use the position description to confirm desired qualifications.

✓ PARAGRAPH 3: Conclude by reiterating your interest in the position and indicate how you will follow up. End with a thank you!

✓ CLOSING AND SIGNATURE: Use a standard closure such as “Sincerely” or “With best regards,” sign your name, and then type your name below.

✓ If you are sending via email, you may use the body of the email as your cover letter. You can also write a brief email and send your cover letter and resume as PDF attachments.

✓ Even if a cover letter is not specifically mentioned or is listed as optional, always write one! Take this opportunity to tell your story.
EXPERIENCE: Tailor My Story

Tailor your job search materials to make your story relevant to a specific industry, job or degree program.

HOW TO TAILOR YOUR STORY:

1. Create your resume or CV.
2. Find a job description or program that interests you.
3. With a highlighter in hand:
   - **On the job description**: highlight all of the main qualifications, skills, and key words.
   - **On your resume or CV**: find and highlight the qualifications, skills, and key words that “match” the job description of position application.
4. Tailor your resume or CV:
   - Use your “highlights” to identify areas to tailor your resume or CV to the specific job or program.
5. Use the same process to tailor your cover letter.

Find a job description and tailor your resume to the position by matching the skills and key words on your resume to the job qualifications.

TIPS

Double check that your resume / CV is:
- Tailored to the position
- Easily readable
- Clear and concise
- Filled with accomplishments-oriented language
- Written using strong action verbs
- Structured with sections in the most effective order
- Listing experiences in reverse chronological order
- An accurate reflection of skills / experience
- Spelling and grammar checked

Learn more about creating your resume by watching Candid Career Videos.

GET HIRED: COMMON RESUME QUESTIONS
https://www.candidcareer.com/video-common+resume+questions,a38ba3d4c7d08793325e,Radford
EXPERIENCE: My LinkedIn Profile

Did you know that 95% of employers use LinkedIn to recruit new employees? Here is how to build a profile that will get you noticed.

LinkedIn Profile Checklist

- **PHOTO**: It doesn't have to be fancy – just use your cellphone camera in front of a plain background. Wear a nice shirt and don’t forget to smile!
- **HEADLINE**: Tell people what you’re excited about now and the cool things you want to do in the future.
- **SUMMARY**: Describe what motivates you, what you’re skilled at, and what’s next.
- **EXPERIENCE**: List the jobs you held, even if they were part-time, along with what you accomplished at each. Even include photos and videos from your work.
- **ORGANIZATIONS**: Have you joined any clubs at school or outside? Be sure to describe what you did with each organization.

*Source: Guide to How Companies Recruit employees thebalancecareers.com
https://www.thebalancecareers.com/how-do-companies-recruit-employees-2062874*
Want more LinkedIn tips for students? Check out students.linkedin.com

Source: LinkedIn for Students: https://university.linkedin.com/linkedin-for-students
EXPERIENCE: My Handshake Profile

Building a great profile in Handshake greatly increases your chances of being seen by an employer.

How to build a Handshake profile that tells your story.

<table>
<thead>
<tr>
<th>Education</th>
<th>Short Bio</th>
</tr>
</thead>
<tbody>
<tr>
<td>University of Texas, Austin</td>
<td>I am a Junior double majoring in Economics at the McCombs School of Business at the University of Texas. Investment Banking, particularly Mergers &amp; Acquisitions, and Public Policy are my areas of interest. Last summer I worked at Capital One, and before that I interned at Morgan Stanley and Apple. This summer, I'll be interning at Goldman Sachs as an Investment Banking Summer Analyst.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Investment Summer Analyst</td>
<td>Data Analysis, Microsoft Excel, Public Speaking, Accounting, Project Management, Research, Financial Analysis, Public Relations, Leadership, HTML, Presentations</td>
</tr>
<tr>
<td>Staff Writer</td>
<td></td>
</tr>
<tr>
<td>Finance Intern</td>
<td></td>
</tr>
</tbody>
</table>

MY NEXT STEP
Create or update your profiles in:
1. Handshake
2. LinkedIn

TIPS
✓ Add an appropriate photo
✓ Write a captivating bio
✓ Upload your resume
✓ Build profile from your resume
✓ Include your work experience
✓ Add club/volunteer experiences
✓ Include your skills
✓ Add selected courses
✓ Show off completed projects
✓ Add relevant social media links
✓ Update often!

Learn more about creating your LinkedIn profile by watching Candid Career Videos.

https://www.candidcareer.com/video-linkedin+profile, 6ea2e20ca9c166ee52f9, Radford
EXPERIENCE: My Portfolio, Website & Blogs

PORTFOLIOS
A picture is worth 1000 words and captures the imagination of the viewer. Portfolios make your story visible and provide a view into the depth and diversity of your learning over time.

Here is how a portfolio can help you tell your story:
• Collect “artifacts” of your experiences and skills.
• Reflect upon experiences and learning over time.
• Share videos, photos, work samples, and research projects.
• Maximize your resume and online profiles by adding a link to your portfolio.

PERSONAL WEBSITES & BLOGS
Personal websites and blogs can bolster your professional image and help you tell your story to employers.

How to leverage websites and blogs:
• Show your skills and accomplishments.
• Share your biography or story.
• Display projects, accomplishments and personal interests.
• Build your professional identity.
• Connect with others and expand your network.
• Provide your unique perspectives and knowledge.

TIPS
Use these tools to create website and blogs:
• WordPress
• Weebly
• Wix

Learn more about creating your web presence by watching Candid Career Videos.

YOU AND YOUR WEB PRESENCE
https://www.candidcareer.com/video-web+presence, dbe6d62449d61849c38b, Radford
EXPERIENCE: Managing My Online Presence

More than 90% of hiring managers use social media and other online tools as part of their hiring practices. This is called “social recruiting.” Here is how to positively manage your image online.

TIPS

4 WAYS TO MANAGE YOUR STORY ONLINE

1. Make sure your social media tells a consistent story:
   - Set up a LinkedIn profile. It is the best single social media platform for job seekers.
   - Set up links between your social media profiles.
   - Publish positive content to support your story.

2. Monitor your social media image:
   - Monitor your privacy settings and be careful when posting on other people’s profiles.
   - Don’t create multiple profiles and don’t go in to lock-down mode.
   - Google yourself to see what comes up in the news and image feed.
   - Un-tag unprofessional posts and photos.

3. Boost your Search Engine Optimization (SEO) to improve your visibility:
   - Share relevant information and articles on professional sites.
   - Increase your visibility by using industry-specific keywords in your profiles.
   - Create your own content to tell your story as a blogger or on your website.

4. Be careful what you share:
   - Be careful about mentioning your company’s name and don’t share confidential information.
   - Don’t complain about colleagues, your boss, co-workers or customers.
   - Be careful about revealing personal habits and never mention illegal activity.
   - Set up automatic name alerts at Google.com/alerts.
   - Use a social media cleaning software to help scrub your social profiles.

https://www.radford.edu/content/career-services/home/events/career-development-workshops.html

Center for Career and Talent Development | www.radford.edu/careers
EXPERIENCE: Impactful Introductions

An impactful introduction is the most direct way to tell your story and create a positive first impression.

You might include...
1. Your name (that’s important!)
2. What you are really good at
3. What inspires and motivates you
4. What you aspire to do or be
5. Your university / what you are studying / your year

It might sound something like this:

Hi, I’m Zoey. I am really good at leading others and I love the fast pace of a retail environment. I ultimately want to be a CEO in the design industry, and that is why I am studying design and business administration at Radford University.

Now you try! Think of a scenario in which you will need to introduce yourself (a career fair, networking event, etc.) and write your introduction.

_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________
_________________________________________________________________________________________________

Now, practice with a few people and ask for their feedback.

_________________________________________________________________________________________________
_________________________________________________________________________________________________

Learn more about creating your impactful introduction by watching Candid Career Videos.

THE ELEVATOR PITCH
https://www.candidcareer.com/video-elevator+pitch, ed5fdd900a274930252f,Radford
MILESTONE #2: Create and Share My Story

Congrats! You are moving right ahead in your journey. Take a few moments to look at where you are and how far you have come in your career journey.

You have taken opportunities to become involved and you are well on your way to telling your story through your...

✓ Resume and/or Curriculum Vitae (CV)
✓ Cover Letter
✓ LinkedIn Profile
✓ Handshake Profile
✓ Portfolio / e-Portfolio
✓ Social Media Presence
✓ Meaningful Introduction

Take a moment to review all of the ways that you are telling your story, and respond to these questions:

1. Is the way that I am telling my story real and authentic? Does it ring true?

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

2. Am I telling the story I want to tell? Do my strengths and accomplishments shine through?

   _______________________________________________________________________
   _______________________________________________________________________
   _______________________________________________________________________

“You have the ability to create the story—it’s up to you what you write.”

Aisha Foy
Radford University—Class of 2016
Director of Recruiting for University of Kentucky Women’s Basketball

MY NEXT STEP
My next step is to...

Who can help me get there?
• My Career Coach! Make an appointment plan your next steps.
• I will also follow up with...
EXPERIENCE: Gain Experience

Experiences are the foundation of your story and the bridge to your future career. Here are a few of the experiences you can have at Radford University.

Learn more about the value of gaining experience by watching Candid Career Videos.

PURSUE YOUR PASSIONS

EXPERIENCE: Internships & Co-Ops

Internships and co-ops a great way to build experience. Employers prefer candidates with work experience.

WHAT ARE INTERNSHIPS & CO-OPS?

Internship
✓ A form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting.
✓ Internships give students the opportunity to gain valuable applied experience.
✓ Make connections in professional fields they are considering for career paths.
✓ Give employers the opportunity to guide and evaluate talent.
✓ There are both paid and unpaid internships.

Co-Op (Cooperative Education)
✓ Provides the student with an opportunity to learn under a mentor in his or her field of study.
✓ Students are hired and paid as full-time employees.
✓ Companies participate in the program as teaching partners.

“This has been an incredible experience. I am simultaneously learning about anthropology and my Austrian heritage. Doing it all in another language has been an added challenge, but an international experience like this is incomparable.”

Jessi Wollman, Class of 2019
Vienna Austria Museum of Natural History—2018 Summer Intern

Learn more about making the most of your internship by watching Candid Career Videos.

MAKE THE MOST OF YOUR INTERNSHIP
https://www.candidcareer.com/video-internships,8f8a0981fdc9cbd5c30d,Radford
EXPERIENCE: Kickstart My Job Search

6 WAYS TO KICKSTART YOUR JOB SEARCH

1. **Discover your Strengths and Skills:** Review FOCUS2 and VIA

2. **Explore Career Paths:** Industry and position

3. **Research Organizations**
   - Search for companies that best “fit” your talent profile.
   - Use online tools like Handshake, Indeed, Occupational Handbook, Google, Glassdoor and USA Jobs.
   - Use company and professional websites to find information.

4. **Create Your Story**
   - Use a variety of tools—online, resume, social media, networking, Handshake profile.
   - Be authentic—Integrate your strengths, talents, and experiences.
   - Tailor your story to the industry, job, opportunity.

5. **Connect With Others**
   - Share your story (Impactful Introduction).
   - Be active and attend campus and community events.
   - Use social media to keep connections active.
   - Keep your career network up to date on your career journey!

6. **Apply**
   - Understand the employer’s hiring process.
   - Apply to several companies—do not limit yourself.
   - Leverage your network to share your resume.
   - Develop a plan to follow up.

Be an Informed Job Seeker

**SAY NO TO SCAMS**

1. Never pay fees, cash checks, or wire money.
2. Never share private information like Social Security # or bank #.
3. Listen to your “gut.” If something sounds fishy or too good to be true, it probably is.

In doubt? Contact your Career Coach.

https://www.radford.edu/content/career-services/home/events/career-development-workshops.html
EXPERIENCE: Researching Companies

Researching organizations is the foundation to your successful job search. From making a great first impression, to nailing your interview and negotiating an offer, the more that you know about the organization, the stronger your position.

8 THINGS TO DISCOVER ABOUT THE ORGANIZATION

1. The Basics: the industry, sector, main products or services, size
2. Mission: mission, values statements and strategic initiatives
3. Competitors: the major players in the industry and their competitive advantage
4. Culture: the organizations people, work style and organizational structure
5. Viability: financial status, company growth potential
6. Reputation: reviews and feedback from competitors, customers and employers
7. Job Growth Potential: opportunity for upward mobility in the organization
8. Connections: alumni, family, friends and/or colleagues

Assess the fit:
1. To what extent does the company seem to match your desires (mission, what they do, location size, philanthropy, potential for growth, etc.)?

2. What skills and talents do you have to offer that match?

3. What is the one thing you would say to make them interested in you?

TIPS

Start your research by identifying a target list of employers and learning more about them. Here’s some of the places to find the information:

✓ Company Websites
✓ LinkedIn Search
✓ Google Search
✓ Industry Publications
✓ Professional Associations
✓ IBIS World
✓ Glassdoor
✓ Your Network Connections

Learn more about the job search process by watching Candid Career Videos.

JOB SEARCHING 101
https://www.candidcareer.com/video-job+searching+101,70b6c547ce09aa59abd5,Radford
EXPERIENCE: Networking

Networking is about building relationships. Start to build your network with people you trust and nurture the connection.

Why network:

• 85% of all jobs are filled via networking*

What you need to get started:

• Impactful Introduction
• Resume
• Business Cards
• LinkedIn, to keep conversations going

Where to Network

• Friends, Family, Faculty
• Social & Networking Events
• Career Fairs
• Informational Interviews
• LinkedIn, Email, Phone calls

How to get the conversation started-

• I was excited to see on your company website that you ..., can you share more about ....
• What have you found to be most professionally rewarding in your career?
• I am reaching out to you at the suggestion of [a mutual connection] to request a brief conversation...

When to Follow Up

• Follow up on LinkedIn or email, within 24 hours (preferably sooner!) of making the connection
• Continue to cultivate the relationship


Take a moment to reflect and think about who to include in your network

Family & Friends:


Faculty / Advisors:


Alumni:


Work Colleagues:


Potential Employers:


Learn more about how to network by watching Candid Career Videos.

NETWORKING 101
https://www.candidcareer.com/video-networking+101,1e866306e9b5f012419c,Radford
EXPERIENCE: Professional Style

When you step out in public, you will want to look the part. Professional looks can vary by your industry and by the kind of event. If in doubt, ask a professional (like your Career Coach) for advice.

We strongly recommend professional attire for most events.

The Career Closet offers FREE professional attire for students. If you are in need of professional attire, stop by Russell Hall 331. The Career Closet is open weekdays from 8 am - 5 pm.

Learn more about professional attire by watching Candid Career Videos.

BUSINESS FORMAL
https://www.candidcareer.com/video-women+s+dress+for+success,57b34253d9d7abde919f,Radford
EXPERIENCE: Career Fair Strategies

A career fair is a great place to meet employers and recruiters and to search for internships, jobs, or graduate and professional school programs.

BEFORE THE FAIR

Research:
- Review list of registered employers.
- Make a list of the companies that interest you.
- Research those companies and prepare questions.
- Tailor your resume.

Resumes
- Proofread your resume for spelling and grammar.
- Bring 50 copies of your resume.

DURING THE FAIR

- Think of the conversation as a mini-interview.
- Begin with your Impactful Introduction.
- Express your interest and enthusiasm and share how your experiences can meet the company’s needs.
- Ask questions.
- Ask for a business card or how best to follow up.

AFTER THE FAIR

- Follow up! Send an email or letter within 24 hours.
- Connect on LinkedIn, if appropriate.

TIPS

✓ Positive first impression. Show positive energy, smile, firm hand shake, good eye contact.
✓ Appearance. Dress professionally and plan ahead to look your best.
✓ Use your time wisely. Have a plan and be sure to go to your top choices first.
✓ Take notes: Take time to jot down notes about your conversations for follow up.
✓ Be sincere and real. Tell your story authentically.
✓ Take time for yourself. Eat well and rest prior to the fair. Manage your energy throughout the day by taking breaks if you need them.

Learn more about career paths by watching Candid Career Videos.

HOW TO WORK A CAREER FAIR

https://www.candidcareer.com/video-career+fairs,2ef35050ca72743ae6ca,Radford
EXPERIENCE: The Hiring Process

From the employer’s perspective, the whole intent of the hiring process is to find the best candidate for the job. Each step in the hiring process is an opportunity for the company to get to know you better, evaluate your qualifications and determine if you would be a good fit for their team. Below is an example of an employers’ hiring process.

**HIRING PROCESS**

- Company will extend an offer for employment. Initial offer could be a verbal offer over the phone.
- Make sure you have a written offer in hand before accepting or declining and/or negotiating an offer.
- Company will check your references to confirm that you are a great fit for the role and company.

Initial screening process could include:
- Interviews (e.g. phone, face to face, digital, video)
- Use of artificial intelligence/key word screening
- Assessment (written, test, skill, etc.)

First-round interviews could include:
- Interviews (e.g. phone, face to face, digital, video)
- Assessment (written, test, skill, etc.)

Second-round screening could include:
- Interviews (e.g. on-site, campus visit, virtual)
- Assessment (written, test, skill, etc.)
- Meeting hiring manager and other employees

Final-round screening could include:
- Interviews (e.g. on-site, campus visit, virtual)
- Assessment (written, test, skill, etc.)

**HOW TO MASTER THE INTERVIEW**

https://www.radford.edu/content/career-services/home/events/career-development-workshops.html
EXPERIENCE: Interview Types

With introduction of new technologies, the types of interviews continue to evolve. Here are a few that you might encounter:

- **Digital/Video Interview**
- **Phone Interview**
- **On-Campus Interview**
- **Face to Face Interview**
- **Panel Interview**
- **Case Study Interview**

**TIPS:**

- **How to Prepare for a Video Interview**
  - **Plan ahead!** Have everything ready to go at least 24 hours in advance.
  - **Find a suitable location** that is free of distractions and looks professional.
  - **Confirm the video interface** you will be using (Skype, Zoom, HireVue, Go To Meeting etc.) and download the software.
  - **Test audio and video** on your device and the video interface.
  - **Test your internet or Wifi** to ensure that you have a strong connection.
  - **Position your screen for good visibility**—avoid sun glare or distracting background.
  - **Angle the camera** for good eye contact.
  - **Dress professionally** and project a positive attitude. Smile!
  - **Practice** to check equipment and position of your camera. If possible, use the same video interface.
  - **Have a back-up** email and cell number, and if something does go wrong, keep your cool, and show your organization skills in planning ahead.

**WHAT IS BIG INTERVIEW?**

Big Interview is our interview skill building tool with videos and content on every aspect of the interview process. You can also practice interviewing by recording yourself answering interview questions.

**Interview Skill Building Tool**
https://radford.biginterview.com
EXPERIENCE: Types of Interview Questions

Employers use a variety of styles and types of questions to throughout the interview process. Here are a few of the types of interview questions you might encounter:

5 TYPES OF INTERVIEW QUESTIONS

**STRUCTURED**
- Why are you interested in this position?
- What is your greatest strength/weakness?
- Why should we hire you?

**OPEN ENDED**
- Can you tell me about yourself?
- Can you walk me through your resume?

**BEHAVIORAL BASED**
- Can you tell me about a time when...
- Can you give me an example of when you received negative feedback? What did you do?

**CASE STUDY**
- This is a problem at our company. Can you walk me through how you would solve it?
- I’d like you to tell me how you would start your own business?

**KNOWLEDGE/TECHNICAL**
- Given your experience in ____. Tell me how you would address this problem.
- How would you create a marketing plan for our new product?

**Situation**
- Provide context by briefly describing a real-life situation you have experienced.

**Task**
- Describe the task you were responsible for in the situation.

**Actions**
- Explain exactly what you did to complete the task.

**Results**
- Share the outcome of the situation and how you contributed.

The **STAR METHOD** is a helpful way to construct an answer that illustrates your story.

**MY NEXT STEPS**
1. Use the STAR METHOD to create interview stories for interview questions.
2. Schedule a mock interview with your Career Coach.
8 TIPS TO A SUCCESSFUL INTERVIEW

1. **Know yourself:** Your talents, skills, purpose, what inspires and motives you, your accomplishments, experiences.

2. **Know your employer’s needs:** From your research, what does the company need to move to the next step, and how can you contribute to their success?

3. **Make a great first impression:** Arrive promptly, be professionally dressed and well groomed. Show positive energy, smile and project confidence with a firm handshake, good eye contact, and good posture.

4. **Anticipate and practice answering questions:** Keep your answers concise and tell your story using concrete examples to illustrate your strengths and skills.

5. **Show how you can be a great fit for the company:** Convince the interviewer that you can be of great service in solving a problem or furthering their success. Show your excitement and enthusiasm for joining the team.

6. **Ask questions:** Plan ahead with a few questions that will let the employer know that you understand the position and want to be ready to contribute to the team. Don’t ask about salary or benefits!

7. **Finish strong.** As the interview concludes, restate your interest enthusiastically and ask for the job!

8. **Follow up:** Within 24 hours, send a thank-you email, and also mail a thank-you note.

“One thing that ties into the interpersonal skills is the connection you have with your interviewer. Ask questions! Not just about the business but also about the interviewer’s experience and how they got here.”

Zac Colon
Radford University—Class of 2014
Talent Acquisition Specialist at Insight Global

Learn more about how to interview by watching Candid Career Videos.

BIGGEST INTERVIEW MISTAKES
https://www.candidcareer.com/video-interview+mistakes, 47d2bd3026ce457dcfd8,Radford
EXPERIENCE: Understanding My Offer

Congrats, you have an offer! Your compensation package goes well beyond salary. On average, your salary makes up approximately 70% of your total compensation package. Take the time to review the details of your offer.

<table>
<thead>
<tr>
<th>$$$$</th>
<th>Base Salary: Your annual salary or hourly wage.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Commission: Can be based on a percentage of your total sales, profits, or both.</td>
</tr>
<tr>
<td></td>
<td>Bonuses: Include signing bonuses, relocation bonuses, and bonuses based on individual or company performance. Can be a percentage of your salary or lump sum.</td>
</tr>
<tr>
<td></td>
<td>Company Stock: Can include employee stock purchase, restricted stock and stock options.</td>
</tr>
<tr>
<td></td>
<td>401(k) Match: A 401(k) program offers pre-tax incentive for employees and often your employer will match a portion of your contributions.</td>
</tr>
<tr>
<td></td>
<td>Profit Sharing: Opportunities for employees to invest in the company.</td>
</tr>
<tr>
<td></td>
<td>Expense accounts: Allowances for things like cell phone, company car, travel, etc.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BENEFITS</th>
<th>Paid Leave: Frequently includes paid vacation, days off for volunteer and service, family leave, maternity, paternity etc.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Health Insurance: May be covered or offered at a discounted rate and can include medical, dental, eye, wellness programs, etc.</td>
</tr>
<tr>
<td></td>
<td>Retirement: Retirement funds, pensions.</td>
</tr>
<tr>
<td></td>
<td>Life Insurance: Many employers also offer life insurance, covered either partially or fully.</td>
</tr>
</tbody>
</table>

| PERKS | Perks can contribute greatly to your work and quality of life. They can include: flexible work schedule, working remotely, professional development, tuition reimbursement, subsidized child care, wellness programs, onsite facilities such as: gyms, restaurants, daycare, walking trails, etc. |

Military Resource Center

Utilize your military experience and your RU education to develop a satisfying career!

For assistance visit the Military Resource Center and The Center for Career and Talent Development.

INTERNSHIP & PRACTICUM OPPORTUNITIES

Internships and Practicums (non-pay) available with Family and Morale, Welfare and Recreation (Family and MWR) Fort Belvoir Virginia, delivering quality programs and services that enhance the well-being and readiness of the total military community.

OUR DEGREE PROGRAM AREAS:


Contact Family and MWR
5820 21st Street, Building 201, Fort Belvoir, VA 22060-5937
Phone: (703) 805-2532/3390 Attn: Marie B. Robinson or Angela Peterson (703) 805-2532
EXPERIENCE: Evaluating My Offer

Companies include several components when providing a job offer. Not all of the elements are monetary, but all have value to you personally, financially and professionally. When evaluating an offer, consider all of the elements.

**COMPENSATION**
Can I live on the salary? Do the benefits fit my needs? Are there other perks that will contribute positively to my life?

**JOB**
Does the job interest me? Is it meaningful? Can I use my strengths and talents?

**LOCATION**
Do I want to live there? Is it near family, friends, fun? How far will I need to commute? What are my housing options in the area? Don't forget to check the cost of living index to see how far your salary will go in the area!

**FIT**
Do I like the company culture? Are the people friendly? Does the company's values align my own?

**GROWTH POTENTIAL**
Are there opportunities to grow and advance professionally? What training is available for my development?

**SALARY NEGOTIATING TIPS**
https://www.candidcareer.com/video-salary+negotiation,2c8cd6ff8320bafb8452,Radford

Learn more about how to negotiate your salary by watching Candid Career Videos.
EXPERIENCE: Negotiating My Offer

Do your homework and determine if you are in a good position to negotiate or accept the offer as it stands. Below are a few factors to consider before you negotiate.

**THINGS TO CONSIDER**

**ASSESS YOUR POSITION**
- Determine if you are in a good position to negotiate.
- Do you bring significant relevant skills and experience to the position?
- Do you have a very specialized skill that is in high demand?

**WHAT CAN I NEGOTIATE?**
- Salary
- Bonuses
- Start date
- Vacation days
- Other perks

**HOW TO NEGOTIATE**
- Identify the appropriate person with whom to negotiate.
- Thank the person for the offer.
- Ask if there is room to increase the salary or is the offer firm? Provide rationale based on your research to support your request.
- If salary is not negotiable, you can then inquire about other components of the offer.
- Know when to end the discussion. Thank them for the opportunity to explore options.

**ACCEPTING THE OFFER**
- Confirm your acceptance verbally and in writing.
- Notify other employers when you have accepted a position.
- Share the good news with your network and career coach.
- If you must decline an offer, do so quickly and respectfully. Provide rationale and maintain a positive relationship.

**DON'T RENEGE!**

What does it mean to renge an offer? Reneging is when you accept an offer and then later turn down that job for another offer. We strongly discourage reneging an offer. It will reflect poorly on you personally and professionally. Companies often reconsider where they recruit in the future based on universities who have high renge rates.

If you need help understanding your negotiating power or how to communicate effectively during your job search contact your Career Coach.
Is your career journey leading you to graduate or professional school? Choosing a graduate or professional school is about finding the best fit for your strengths and interests.

Here are some things to consider, early in your planning:

**MOTIVATION**

- Do I love my field enough to obtain an advanced degree?
- Do I have the credentials to be competitive?
- Will a graduate degree expand or accelerate my career options?

**TIMING**

- Is an advanced degree required or encouraged to begin in my field?
- Am I academically motivated to continue my education now?
- Is the timing right for me personally as well as professionally?
- Can I find or build the financial resources to support myself?

**SEARCHING**

- What is the reputation of the program and faculty credentials?
- Do the curriculum and faculty areas of research align with my interests?
- Does the program structure (full-time or part-time options) and location (on campus or online) align with my needs?
- What is the cost? Are assistantships and financial aid available?
- Do I like the location of the program (if it’s onsite)?

**MY NEXT STEPS**

I plan to continue my education by enrolling in a program in:

____________________________________

My main motivation is:

____________________________________

Programs I am considering are:

____________________________________

____________________________________

____________________________________

Main things I need to find out are:

____________________________________

____________________________________

____________________________________

People who can help me are:

____________________________________

____________________________________

____________________________________

**TIPS**

Ask your faculty for advice! Start early!
EXPERIENCE: Graduate School Timeline

The process for considering graduate and professional program, starts early in your academic experience. The steps and timelines can vary greatly from program to program, connect with your Academic Advisor and Career Coach.

**YEAR 1**
- Determine if graduate school is required for your career path.
- Attend Graduate & Professional School Fair.
- Get involved - Join a club or organization.

**YEAR 2**
- Meet with your academic advisor to confirm timelines and process.
- Explore Graduate & Professional Schools.

**YEAR 3**
- Get experience - internships, research, leadership opportunities, etc.
- Prepare for the GRE, GMAT, LSAT, MCAT, etc.

**YEAR 4**
- Take LSAT, GRE, GMAT, or MCAT.
- Write your personal statement
- Create a Curriculum Vitae (CV)
- Apply to Graduate school.
- Choose your program.

**5. ANY YEAR**
- Talk to your Career Coach.
- Consult your Academic Advisor.
- Attend Graduate & Professional School Fair.
- Obtain recommendations.

GRADUATE AND PROFESSIONAL SCHOOL RESOURCES

**MCCONNELL LIBRARY**

Graduate School Information & Test Prep Materials
http://terc.nelnetsolutions.com/home/index

Inquire about Radford University Graduate Program Options, including accelerated degree options
gradinquire@radford.edu

https://www.candidcareer.com/video-grad+school+application, 4a777cfd5e6de734fe25,Radford
MILESTONE #3: Complete an Internship

Congrats! You are well on your way in your career journey! Reflect on your accomplishments.

You have ...
✓ Kickstarted your job or graduate school search.
✓ Researched companies and created a target employer list.
✓ Created your professional image.
✓ Attended career events and nurtured your network.
✓ Applied for positions.
✓ Mastered the interview.
✓ Learned how to evaluate and negotiate your offer.
✓ Completed an internship or relevant work experience!

Reflect on your internship or relevant work experience (depending on your major, this could include internships, co-ops, practicum, student teaching, field work, research, etc.).

Choose a career readiness competency and describe an accomplishment that shows evidence of how you build skills in that competency area:

_____________________________________________________________________________________
_____________________________________________________________________________________

Complete this sentence - Something that I learned about myself, as a result of this internship or relevant experience is:

_____________________________________________________________________________________
_____________________________________________________________________________________

MY NEXT STEP
My next step is to...

Who can help me get there?
• My Career Coach! Make an appointment plan my next steps.
• I will also follow up with...
**My Career Plan**

Dreams inspire us to action! Below is a CAREER PLAN for you to customize to guide you in your career journey.

Keep track of your progress by checking the boxes as you accomplish each goal in your career journey.

<table>
<thead>
<tr>
<th>#1 DISCOVER YOUR STRENGTHS &amp; INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Look through the Career Guide to get an idea of the exciting journey ahead</td>
</tr>
<tr>
<td>Take the Values in Action (VIA) assessment to discover your unique strengths</td>
</tr>
<tr>
<td>Take FOCUS2 assessment to explore career paths that might be a good fit for you</td>
</tr>
<tr>
<td>Gather career information and consider career path options</td>
</tr>
<tr>
<td>Create my network</td>
</tr>
<tr>
<td>Make SMART Goals</td>
</tr>
<tr>
<td>Develop Time Management Strategies</td>
</tr>
<tr>
<td>Career Milestone #1: Create Your Career Plan</td>
</tr>
<tr>
<td>Schedule an appointment with your Career Coach</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#2 CREATE YOUR STORY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Get involved in clubs, organizations, volunteer experiences, work-study and leadership opportunities</td>
</tr>
<tr>
<td>Create your Personal Asset Map</td>
</tr>
<tr>
<td>Build your Resume or Curriculum Vitae</td>
</tr>
<tr>
<td>Make your LinkedIn Profile and start making connections</td>
</tr>
<tr>
<td>Complete your Handshake Profile</td>
</tr>
<tr>
<td>Develop your Impactful Introduction</td>
</tr>
<tr>
<td>Career Milestone #2: Get Involved &amp; Share Your Story</td>
</tr>
<tr>
<td>Schedule an appointment with your Career Coach</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#3 GAIN EXPERIENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engage in a variety of experiences (internships, research, leadership, jobs, study-abroad, etc.)</td>
</tr>
<tr>
<td>Kick off your job search and research employers</td>
</tr>
<tr>
<td>Attend career fairs and networking events</td>
</tr>
<tr>
<td>Master the art of interviewing</td>
</tr>
<tr>
<td>Evaluate and negotiate offers</td>
</tr>
<tr>
<td>Explore Graduate and Professional Schools (if applicable)</td>
</tr>
<tr>
<td>Career Milestone #3: Complete at least one internship or relevant work experience</td>
</tr>
<tr>
<td>Schedule an appointment with your Career Coach</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>#4 THRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Live a Life of Balance and Well-Being</td>
</tr>
<tr>
<td>Life Management – Putting First Things First</td>
</tr>
<tr>
<td>Build skills to lead in a multigenerational &amp; multicultural workplace</td>
</tr>
<tr>
<td>Start Strong – Create a First 90 Plan for Success</td>
</tr>
<tr>
<td>Manage Your Finances</td>
</tr>
<tr>
<td>Career Milestone #4: Refine Your Career Plan</td>
</tr>
<tr>
<td>Schedule an appointment with your Career Coach</td>
</tr>
<tr>
<td>Complete your First Destination Survey</td>
</tr>
</tbody>
</table>

**MASTER THESE CAREER READINESS COMPETENCIES**

- Oral & Written Communication
- Critical Thinking
- Problem Solving
- Digital Technology
- Career Management
- Leadership
- Teamwork Collaboration
- Global/Intercultural Fluency
- Professionalism
- Work Ethic
My Career Planner

Use this career planner to write down ideas and plan next steps on your career journey.

<table>
<thead>
<tr>
<th>My Strengths</th>
<th>My Career Interests</th>
<th>My Contribution</th>
<th>My Vision</th>
</tr>
</thead>
</table>

**Timing**

**Strengths/Interests to Explore**

*What strengths/interests do I want to build and explore?*

**Skills to Develop**

**Development Activities**

**Support**

<table>
<thead>
<tr>
<th>Now</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>This Year (short term)</td>
<td></td>
</tr>
<tr>
<td>Next Year (long term)</td>
<td></td>
</tr>
</tbody>
</table>
Learn the skills that will help you thrive personally and professionally; from developing your leadership style and overcoming stress to managing your money wisely.

You will learn how to:

- Live a life of balance
- Lead in a multigenerational and multicultural workplace
- Build financial well-being
- Plan for your first 90 days on the job
THRIVE: Well-Being and Work

What is well-being and why might it matter to you at work? Well-being is what makes it possible for you to flourish. High levels of well-being relate to several positive outcomes physically, mentally, financially, emotionally, intellectually and socially. The pillars collectively help you thrive at work.

6 STRATEGIES TO HELP YOU FLOURISH AT WORK

✓ Positive Emotion—Share an example of something good that happened to you today. Name the character strengths that you used that contributed to the good feelings.

✓ Engagement—Engage in a school project by thinking of 3 novel things about the activity while you do it. Use your senses and your mindful awareness to experience the task in this new way.

✓ Relationships—Name one example of how a friend has used each of their top 3 strengths in an admirable way. Share this with them and explain why this is important to you.

✓ Meaning—Link one of your signature strengths with your top 3 work tasks (e.g., running a meeting, filing papers, emailing a customer).

✓ Achievement—Set a goal of something you would like to accomplish. Build hope by thinking of at least 3 ways you can achieve your goal and at least 3 positive thoughts you can use to motivate yourself to stay focused on it.

✓ Vitality—Regularly schedule time in your calendar to get outside or incorporate movement into your day. Choose food that nourishes both your body and mind to help give you the fuel you need throughout the day. Strive to get adequate levels of sleep to help you perform at your peak.

THRIVE: My First 90 Days

Create a positive first impression and get off on the right foot. Here are some strategies you can use to add value to your company immediately.

FIRST 90 DAYS STRATEGIES

1. **Promote Yourself!** Share your strengths. Hit the ground running and look for opportunities to share what you bring to the table, early on.

2. **Accelerate Your Learning.** Be systematic and focused in what you are learning. A new job is like trying to “drink from the fire hose.” Be intentional in learning who the key people are; what the key policies, procedures and protocols are; and how decisions are made.

3. **Match Strategy to Situation:** Be strategic. Take time to assess situations, understand your role and determine where you fit in.

4. **Secure Early Wins.** Build credibility. Look for opportunities to use your strengths to support the organization.

5. **Negotiate Success:** Check in regularly. Schedule time to meet with your supervisor to clarify expectations and seek feedback.

6. **Achieve Alignment:** Be self-aware. Learn from feedback and bounce back from failures. Notice if you have skills gaps or knowledge gaps and continue to learn and grow.

7. **Build Your Team:** Seek out key players. Identify the leaders and influencers in the organization and seek opportunities to learn from them and get them on your team.

8. **Build Coalitions:** Create supportive alliances. Seek opportunities to build partnerships and collaborations with mentors and peers. Be a resource to others.

9. **Keep your Balance:** Maintain your perspective and well-being. Make time for yourself and your life outside of work.

10. **Expedite Everyone:** Build people up. Look for opportunities to use your strengths and skills to build up your team, your boss and your organization.

Source: *The First 90 Days, Critical Success Strategies for New Leaders at All Levels*  Michael Watkins

You must be confident enough to ask questions, seek new opportunities and take measured risks.

Caitlyn Scaggs  
Class of 2009  
Founder & CEO of Blue Mobius Marketing
THRIVE: Leading in a Multigenerational Workplace

You may find yourself working with and leading teams with people from multiple generations. Here are some characteristics of the five generations in today's workforce.

<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PREFERENCES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Work ethic</td>
<td>Dedicated</td>
<td>Driven</td>
<td>Balanced</td>
<td>Determined</td>
</tr>
<tr>
<td>Work life</td>
<td>Never the twain shall meet</td>
<td>No balance Work to live</td>
<td>Balance</td>
<td>Balance</td>
</tr>
<tr>
<td>Change</td>
<td>Something is wrong</td>
<td>Caution</td>
<td>Potential Opportunity</td>
<td>Improvement</td>
</tr>
<tr>
<td>Job Changing</td>
<td>Carries a stigma</td>
<td>Puts you behind</td>
<td>It’s necessary</td>
<td>The ultimate multitaskers</td>
</tr>
<tr>
<td>Changing</td>
<td>Stay for life</td>
<td>Stay if moving up</td>
<td>Follow your heart</td>
<td></td>
</tr>
<tr>
<td>Career Path</td>
<td>Slow &amp; steady Stability</td>
<td>Ladder Upward mobility</td>
<td>Lattice Plateaus are fine.</td>
<td>Checkerboard</td>
</tr>
</tbody>
</table>

**TIP:** When seeking ways to connect and lead, remember that people of every age appreciate:

- Feeling respected
- Being listened to
- Having opportunities for mentoring
- Understanding the big picture
- Receiving effective communication
- Receiving positive feedback
- Experiencing and exchange of ideas
Silent Generation/Traditionalists 1922-1943
Baby Boomers 1944-1964
Generation X 1965-1977
Generation Y Millennials 1978-1995
Generation Z Digital Natives 1996-

**FEEDBACK**

<table>
<thead>
<tr>
<th>Mentoring</th>
<th>Not necessary</th>
<th>Does not handle negative feedback well</th>
<th>Not necessary to receive feedback</th>
<th>Constant feedback needed</th>
<th>Continuous feedback needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Performance Reviews</td>
<td>If no one is yelling, good</td>
<td>Once a year, documented</td>
<td>Sorry to interrupt, how am I doing?</td>
<td>What do you mean I’m not understanding?</td>
<td>Social sonar—feedback from multiple sources</td>
</tr>
<tr>
<td>Learning Style</td>
<td>Traditional Classroom, coaching</td>
<td>Classroom extended through critical reflection</td>
<td>Self-directed or self-paced. E-learning Structured lectures.</td>
<td>Informal, incidental learn. Short attention span.</td>
<td>Pocket/Mobile Internet based Lifelong learners</td>
</tr>
</tbody>
</table>

Adapted from https://www.shrm.org/hr-today/news/hr-news/conference-today/pages/2017/5-generations-7-values-endless-opportunities.aspx

Learn more about thriving and leading in the workplace by watching Candid Career Videos.

SELF AWARENESS AND RESPECT
THRIVE: Financial Well-Being

This may be the first time in your life that you have a regular paycheck and steady income! Make good financial decisions for your future.

7 MONEY MANAGEMENT TIPS

1. **Start Paying Back Student Loans**: Many student loans have a 6-month grace period, but if you can start paying them earlier—do! You don’t want to incur any more interest than you have to. You may also be able to consolidate loans with a lower interest rate.

2. **Understand Cash Flow**: Use a budgeting worksheet or an app to get a handle on how much cash you have coming in, after taxes, deductions and so forth.

3. **Set Up a Budget**: Once you have an idea of your cash flow, set up a budget to account for your monthly fixed expenses (rent, car payments, student loan payments, insurance, etc) and then decide on ballpark amounts to spend on other expenses (food, clothes, entertainment, gym membership, gas, etc.).

4. **Start Funding a Retirement Account**: Your retirement will seem far away, but that’s what makes it perfect to start now, since retirement accounts are invested and benefit from compound interest. Often companies will have a 401(k) option and will match a portion of contributions. That is free money! Do it!

5. **Set Financial Goals for the Next 5 Years**: Thinking about some major milestones that may be in your future (house, wedding, child, round-the-world trip, etc.) give you a chance to start turning them into reality. Set aside some money each month toward those goals.

6. **Save**: Set up auto-transfers into your savings account. It’s easier to save, if you never see the money, so set up auto-transfers to take the pain out of savings.

7. **Get the Insurance You Need**: Hopefully you are healthy, but you never know when an unforeseen injury or illness will come up and hospital bills can wipe out your savings in a heartbeat. Many organizations pay a portion of your health insurance and also check other insurances such as dental and eye care, and wellness incentives, through your employer.


**MY NEXT STEP**

I am going to start my financial planning by...

https://www.igrad.com

**What is iGrad?**

iGrad is an online financial literacy tool that empowers students, alumni, staff, parents and families to make effective personal finance, student loan and career decisions throughout their lives.
## THRIVE: Build My Budget

### BUDGET MANAGEMENT WORKSHEET

<table>
<thead>
<tr>
<th>Expenses</th>
<th>Monthly Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Home</strong></td>
<td></td>
</tr>
<tr>
<td>Housing Cost (Rent/Mortgage/Taxes)</td>
<td>$</td>
</tr>
<tr>
<td>Utilities (Electric/Gas/Water/Sewage, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Internet/Home Phone/Cable/Netflix</td>
<td>$</td>
</tr>
<tr>
<td>Home Repairs/Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Groceries</td>
<td>$</td>
</tr>
<tr>
<td>Laundry/Cleaning</td>
<td>$</td>
</tr>
<tr>
<td><strong>Transportation</strong></td>
<td></td>
</tr>
<tr>
<td>Public Transportation</td>
<td>$</td>
</tr>
<tr>
<td>Car Loan</td>
<td>$</td>
</tr>
<tr>
<td>Insurance</td>
<td>$</td>
</tr>
<tr>
<td>Parking/Tolls</td>
<td>$</td>
</tr>
<tr>
<td>Car Repair/Maintenance</td>
<td>$</td>
</tr>
<tr>
<td>Gas</td>
<td>$</td>
</tr>
<tr>
<td><strong>Bills</strong></td>
<td></td>
</tr>
<tr>
<td>Student Loans</td>
<td>$</td>
</tr>
<tr>
<td>Credit Cards</td>
<td>$</td>
</tr>
<tr>
<td>Cell Phone</td>
<td>$</td>
</tr>
<tr>
<td>Subscriptions</td>
<td>$</td>
</tr>
<tr>
<td><strong>Health</strong></td>
<td></td>
</tr>
<tr>
<td>Doctor Appointments/Co-pay</td>
<td>$</td>
</tr>
<tr>
<td>Prescriptions</td>
<td>$</td>
</tr>
<tr>
<td>Gym Memberships</td>
<td>$</td>
</tr>
<tr>
<td>Over-the-Counter Medication</td>
<td>$</td>
</tr>
<tr>
<td><strong>Entertainment &amp; Personal</strong></td>
<td></td>
</tr>
<tr>
<td>Movies/Concerts</td>
<td>$</td>
</tr>
<tr>
<td>Dining Out (coffee, snacks, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Travel/Vacation</td>
<td>$</td>
</tr>
<tr>
<td>Clothing</td>
<td>$</td>
</tr>
<tr>
<td>Personal Hygiene</td>
<td>$</td>
</tr>
<tr>
<td>Gifts</td>
<td>$</td>
</tr>
<tr>
<td><strong>Miscellaneous</strong> (charity, pets, church, childcare, savings, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>Your Total Monthly Income</td>
<td>$</td>
</tr>
<tr>
<td>- Your Total Monthly Expenses</td>
<td>$</td>
</tr>
<tr>
<td>= Total Savings</td>
<td>$</td>
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</tbody>
</table>

INCOME
Salary (after taxes/deductions)
Other income (after taxes)
Total monthly income

Monthly Total

$ 
+$ 
$
THRIVE: Leading in a Diverse/Multicultural Workplace

Being aware of cultural differences and setting a tone of recognition, inclusion and adaptation are essential for leadership in today’s diverse and multicultural workplace.

HERE ARE 6 TIPS FOR LEADING IN A DIVERSE/MULTICULTURAL WORKPLACE

1. Develop Self-Awareness
   Knowing self-limitations and behavioral patterns can help leaders perform more effectively in cross-cultural settings.

2. Understand Cultural Stereotypes
   Leaders need to understand local cultures, stand in the employee’s shoes and be open-minded to differences.

3. Build Effective Communication Skills
   Develop verbal and non-verbal communication skills while being aware of acceptable behaviors, as well as restrict behaviors, in different cultures.

4. Manage the Power Gap
   Manage the amount of social distance that separates leaders from their employees as workers from different cultures, and different age groups may have different preferences.

5. Develop a Level of Cultural Competence
   For a leader to be consistently effective in every context, he/she needs to have cultural metacognition—a process in which a person draws both on what he/she knows coupled with general problem-solving and adaptive skills to function in a culture which he/she does not know.

6. Align Diversity
   Align strategic business objectives and operational decisions that promote diversity and inclusion.

Source: La Shan Lovelace, Radford University, Director of Diversity and Inclusion
MILESTONE #4: Creating My 90-Day Plan

Congrats! You are well on your way in your career journey! Take a few moments to reflect on your accomplishments in this stage of your career path.

Take a moment to look how far you have come in our career journey! You are experiencing a time in which you are:

✓ Living a life of balance
✓ Flourishing personally and professionally
✓ Building financial well-being
✓ Leading in a multigenerational and multicultural work world

Only your vision of the future can direct you on the rest of your journey.

- Finding Your True North

Reflect on your strengths, experiences and goals. Answer the questions below.

What is your plan to flourish? What areas in your life do you need more balance (e.g. financially, emotionally, physically, spiritually, or mentally)?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What skills, competencies or strengths do you want to highlight during your first days at work or graduate school?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

What elements of your career plan do you need to review and refine?

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
# My Career Plan

Dreams inspire us to action! Below is a CAREER PLAN for you to customize to guide you in your career journey.

Keep track of your progress by checking the boxes as you accomplish each goal in your career journey.

<table>
<thead>
<tr>
<th>DISCOVER</th>
<th>#1 DISCOVER YOUR STRENGTHS &amp; INTERESTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓</td>
<td>Look through the Career Guide to get an idea of the exciting journey ahead</td>
</tr>
<tr>
<td></td>
<td>Take the Values in Action (VIA) assessment to discover your unique strengths</td>
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<tr>
<td></td>
<td>Take FOCUS2 assessment to explore career paths that might be a good fit for you</td>
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<tr>
<td></td>
<td>Gather career information and consider career path options</td>
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<tr>
<td></td>
<td>Create my network</td>
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<td></td>
<td>Make SMART Goals</td>
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<td></td>
<td>Develop Time Management Strategies</td>
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<tr>
<td></td>
<td>Career Milestone #1: Create Your Career Plan</td>
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<tr>
<td></td>
<td>Schedule an appointment with your Career Coach</td>
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</table>

<table>
<thead>
<tr>
<th>EXPERIENCE</th>
<th>#2 CREATE YOUR STORY</th>
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<tbody>
<tr>
<td></td>
<td>Get involved in clubs, organizations, volunteer experiences, work-study and leadership opportunities</td>
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<td></td>
<td>Create your Personal Asset Map</td>
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<tr>
<td></td>
<td>Build your Resume or Curriculum Vitae</td>
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<td></td>
<td>Make your LinkedIn Profile and start making connections</td>
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<td></td>
<td>Complete your Handshake Profile</td>
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<td></td>
<td>Develop your Impactful Introduction</td>
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<td></td>
<td>Career Milestone #2: Get Involved &amp; Share Your Story</td>
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<td></td>
<td>Schedule an appointment with your Career Coach</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>THRIVE</th>
<th>#3 GAIN EXPERIENCE</th>
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<tbody>
<tr>
<td></td>
<td>Engage in a <em>variety</em> of experiences (internships, research, leadership, jobs, study-abroad, etc.)</td>
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<tr>
<td></td>
<td>Kick off your job search and research employers</td>
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<td></td>
<td>Attend career fairs and networking events</td>
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<td></td>
<td>Master the art of interviewing</td>
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<td></td>
<td>Evaluate and negotiate offers</td>
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<td>Explore Graduate and Professional Schools (if applicable)</td>
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<tr>
<td></td>
<td>Career Milestone #3: Complete at least one internship or relevant work experience</td>
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<tr>
<td></td>
<td>Schedule an appointment with your Career Coach</td>
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</table>

<table>
<thead>
<tr>
<th>THRIVE</th>
<th>#4 THRIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Live a Life of Balance and Well-Being</td>
</tr>
<tr>
<td></td>
<td>Life Management – Putting First Things First</td>
</tr>
<tr>
<td></td>
<td>Build skills to lead in a multigenerational &amp; multicultural workplace</td>
</tr>
<tr>
<td></td>
<td>Start Strong – Create a First 90 Plan for Success</td>
</tr>
<tr>
<td></td>
<td>Manage Your Finances</td>
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<tr>
<td></td>
<td>Career Milestone #4: Refine Your Career Plan</td>
</tr>
<tr>
<td></td>
<td>Schedule an appointment with your Career Coach</td>
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<tr>
<td></td>
<td>Complete your First Destination Survey</td>
</tr>
</tbody>
</table>

**MASTER THESE CAREER READINESS COMPETENCIES**

- Oral & Written Communication
- Critical Thinking
- Problem Solving
- Digital Technology
- Career Management
- Leadership
- Teamwork Collaboration
- Global/Intercultural Fluency
- Professionalism
- Work ETHic
MY NEXT STEPS?

Congratulations, you have accomplished a major milestone in your Career Journey. Here are opportunities to stay connected and give back.

CLASS OF 2018 FIRST DESTINATION SURVEY
Take now on Handshake

Full-Time Job?
Graduate School?
Still looking?
Gap Year?

Complete the First Destination

DISCOVER EXPERIENCE THRIVE

Volunteer

Recruit Highlanders

Share job opportunities
To the myriad of students, faculty, alumni, employers, and university colleagues, thank you for your insights, conversation, content, critique, and support in bringing this guide to life, for our students.

&

To our students, thank you for allowing us to partner with you on your journey, as you create your own unique career path.