

# BE CAREER READY!

Employers want CSP graduates to be career ready! Here are eight career competencies employers have identified as skills needed to be successful in the workplace. Through classroom learning, co-curricular opportunities and internships as well as full time employment and volunteering you will be gaining and enhancing these skills.



## PROBLEM SOLVING

Identify and respond to needs based upon an understanding of the situational context and logical analysis of relevant information.

### Expected Behaviors:

- Gather and analyze information from a variety of sources to fully understand a problem.
- Accurately summarize and interpret data.
- Make decisions and solve problems using sound reasoning and judgment.
- Proactively anticipate needs and prioritize action steps.
- Effectively communicate actions and rationale to stakeholders.



## COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and opinions with persons inside and outside of an organization.

### Expected Behaviors:

- Effectively use public speaking and presentation skills in front of various-sized audiences.
- Demonstrate verbal/non-verbal abilities, such as oral and written communication skills.
- Ability to use active listening, persuasion, and influencing skills.
- Effectively address and resolve disagreements.
- Promptly inform relevant others when needing guidance with assigned tasks.



## TEAMWORK

Build and maintain collaborative relationships to work effectively with others toward common goals while appreciating diverse viewpoints and shared responsibility.

### Expected Behaviors:

- Allow your strengths, knowledge, and talents to complement those of others.
- Be accountable for individual contributions and team responsibilities.
- Listen to and consider the range of team member ideas and experiences.
- Effectively manage conflict, diverse personalities, and ambiguity with resilience.
- Exercise the ability to compromise, be agile, deal with ambiguity



## TECHNOLOGY

Understand and leverage digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

### Expected Behaviors:

- Navigate change and learn new digital solutions.
- Enhance organizational, professional, and personal efficiencies through the use of technologies.
- Recognize the impact of personal/professional brand and engage responsibly across social platforms and technologies.
- Use technology to synthesize information and data to improve performance.



## LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve individual and organizational goals.

### Expected Behaviors:

- Lead by example.
- Seek out and leverage resources and feedback from others to inform direction.
- Understand and contribute to achieving current and future individual, team, and strategic goals.
- Monitor and manage one's own work and the work of others.
- Inspire, persuade, and motivate self and others under a shared vision.



## PROFESSIONALISM

Understand and demonstrate effective work habits, learn from mistakes, and act in the interest of the larger community.

### Expected Behaviors:

- Act with integrity and accountability to self, others and the organization.
- Be punctual, prepared, and respectful of others' time.
- Adapt to evolving needs and take initiative.
- Manage time efficiently and effectively.
- Manage personal brand.



## SELF-AWARENESS

Identify, articulate, and promote one's skills, strengths, knowledge, and experiences relevant to personal growth and professional success.

### Expected Behaviors:

- Identify areas for continual growth and pursue and apply feedback.
- Seek and embrace development opportunities.
- Professionally advocate for oneself and others.
- Be mindful of other perspectives as it relates to your journey.



## GLOBAL AND INTERCULTURAL FLUENCY

Understand and appreciate the importance of diverse perspectives and demonstrate consideration for individual, community, and organizational viewpoints from around the globe.

### Expected Behaviors:

- Encourage expression of and celebrate differences.
- Perceive, respect, and engage with differing viewpoints.
- Recognize and address potential personal biases.
- Accept feedback and willing to make necessary change
- Adapt and apply a deep understanding of multiple worldviews

Use this guide to reflect on your current experiences and identify how they have made you career ready.

<b>Job Duties/Responsibilities:</b>	<b>What I actually do:</b>	<b>Competencies developed:</b>
<p><b>Cupcake decorator</b>            Ensure orders are completed and boxed correctly to be delivered            Take lead in ensuring there are enough supplies and stock of candy/sprinkles/etc</p>	<p>Worked with the front staff to make sure we had all the orders</p> <p>Worked with the team to decorate things correctly and efficiently</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Problem Solving</li> <li><input checked="" type="checkbox"/> Communication</li> <li><input checked="" type="checkbox"/> Teamwork</li> <li><input type="checkbox"/> Technology</li> <li><input type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Professionalism</li> <li><input type="checkbox"/> Career Management</li> <li><input type="checkbox"/> Global Fluency</li> </ul>
<p><b>Cheerleader at Concordia</b>            Encourage &amp; serve as a positive role model as a crowd leader through cheers with high energy &amp; enthusiasm</p>	<p>Worked as a team to create a high energy performance through practices</p> <p>Make sure everyone is in the right positions and doing the moves correctly in order to prevent injury</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Problem Solving</li> <li><input checked="" type="checkbox"/> Communication</li> <li><input checked="" type="checkbox"/> Teamwork</li> <li><input type="checkbox"/> Technology</li> <li><input checked="" type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Professionalism</li> <li><input type="checkbox"/> Career Management</li> <li><input type="checkbox"/> Global Fluency</li> </ul>
<p><b>Student at Concordia St. Paul</b>            Full-time, communications major            A member of the Communications Club            A part of the Ignite Leadership Program</p>	<p>Grow professionally through the Ignite Leadership Program by attending the leadership retreat to learn more about my skills and strengths</p> <p>Engage with students of different backgrounds through my involvement in the Communications Club on campus</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Problem Solving</li> <li><input type="checkbox"/> Communication</li> <li><input type="checkbox"/> Teamwork</li> <li><input type="checkbox"/> Technology</li> <li><input checked="" type="checkbox"/> Leadership</li> <li><input checked="" type="checkbox"/> Professionalism</li> <li><input checked="" type="checkbox"/> Career Management</li> <li><input checked="" type="checkbox"/> Global Fluency</li> </ul>
<p><b>Small Group Leader at Cornerstone's Men's Ministry</b>            Lead a group of 10 students in small group each week</p>	<p>Hosted and led small groups for group discussions in a safe space</p> <p>Organized the schedule for the different small groups and discussions and ensured the spaces were booked</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Problem Solving</li> <li><input checked="" type="checkbox"/> Communication</li> <li><input type="checkbox"/> Teamwork</li> <li><input type="checkbox"/> Technology</li> <li><input checked="" type="checkbox"/> Leadership</li> <li><input checked="" type="checkbox"/> Professionalism</li> <li><input type="checkbox"/> Career Management</li> <li><input type="checkbox"/> Global Fluency</li> </ul>

# JOB: Graphic Designer

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## PROBLEM SOLVING

**As a graphic designer,** potential problems can be anything from clients not liking the design to a program crashing and not working. This requires us to think fast, to adapt to the changes, and to find a solution. Whether it is having a more clarified conversation with a client or ensuring work is saved constantly, problems have to be figured out as soon as possible.

2

## COMMUNICATION

**As a graphic designer,** communication is key. Communication with a client is so important because thoughts have to be clear and concise in order to achieve their vision and what they are seeking out of a project.

3

## TEAMWORK

**As a graphic designer,** teamwork is essential in order for all the parts to be carried out well. From the creative director giving a project to the designer who will then pass it over to the marketing director, each person plays a huge part and depends on one another for it to work.

4

## TECHNOLOGY

**As a graphic designer,** there are always new tools and programs to learn and keep up-to-date with. This requires the commitment to continually learn in order to be the most current with the new technology within the graphic design world.

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## LEADERSHIP

**As a graphic designer,** it is important to take the lead when it comes to the creative direction of a project. Especially when managing a team, to know when to delegate work to others, when to address problems that might arise (such as a worker using the wrong fonts or color schemes), and simply knowing when to seek out help when needed.

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## PROFESSIONALISM

**As a graphic designer,** it is important to be professional and ethical about the work. This includes creating original work, being honest about the time spent on a project, and simply treating clients with respect and getting work done in a timely manner for them.

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## CAREER MANAGEMENT

**As a graphic designer,** there is always room to grow, programs to learn, and trends to seek out. It is so important that there is always areas that are being worked on and this requires self-reflection on what needs to be improved in ones' skillset.

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## GLOBAL FLUENCY

**As a graphic designer,** a very important thing when it comes to designing is knowing the audience. Different projects might bring up certain topics, different religious groups and cultures, and it is the job of the designer to research and learn more about the audience.