INdorsed Career Ready Graduate Progress

*Submit progress through JobZone, [www.ipfw.edu/jobzone](http://www.ipfw.edu/jobzone), in the Academic Profile section. A Career Services staff member will review your submission for approval.*

The INdorsed Career Ready Graduate program is a statewide standard to certify current IPFW students' preparation for professional work in designated competencies. Only active IPFW students are able to complete this certification, and it must be completed prior to graduation.

**Self Assessment Activity: Choose one (1)**

*This activity helps you to answer the interview question, “what made you choose this major/career?” Select the activity you did that helped determine your career direction.*

- ✔ Career Assessment (iStartStrong)
- ✔ Career Assessment (Strong Interest Inventory)
- ✔ Career Assessment (MBTI & Strong Interest Inventory)
- ✔ Career Assessment (FOCUS) interpretation
- ✔ Career Beginnings Class (IDIS 115)
- ✔ Career Exploration Class (EDUC X210)
- ✔ Other Career Class through Major Department (some majors have a career-related class, e.g. PSY 100, and may be considered as alternatives)
- ✔ Informational Interview with a Professional in your chosen field
- ✔ Other independent research to choose major and career (provide additional information)

**Self Assessment Additional Information (e.g. date of completion, name of professional for information interview, name of other career class completed, etc.):**

*Completed MBTI & Strong Interest Inventory Fall 20XX; I am an ENFP and this confirms my desire to be in a human relations based career.*

**Approval of Self Assessment Activity**

- Yes
- No
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**Self Marketing Activities: Choose three (3); Two (2) required, Plus choose 1 other**

Please at least select the “(REQUIRED) Resume approved” and “(REQUIRED) Mock Interview approved” options for this activity. This activity helps you to successfully “advertise” your skills to employers.

- ✓ (REQUIRED) Resume approved by Career Services
- ✓ (REQUIRED) Mock Interview successfully completed
- ✓ Completed LinkedIn Profile
- ✓ Career workshop or program on a self-marketing topic
- ✓ Development of Elevator Speech
- ✓ Professional Portfolio
- ✓ Job Search Strategies Class (EDUC X310) (some majors have a job search-related class, and may be considered as alternatives)
- ✓ Other job search class through major department

**Self Marketing Additional Information (e.g. LinkedIn profile URL, date & name of program attended, name of other career class completed, etc.):**

Resume review on 5/31/20XX and successful mock interview on 1/15/20XX. Completed EDUC X310 Spring 20XX.

**Approval of Self Marketing Resume**

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**Approval of Self Marketing Mock Interview**

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**Approval of Self Marketing #3**

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INdorsed Career Ready Graduate Progress

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**Professional Experience Activities: Choose two (2)**

Students apply their academic learning to a professional environment to strengthen understanding of their field and to graduate with marketable experience. Students also learn professional etiquette, networking and other workplace practices to transition successfully from student to professional. Employers are looking for candidates with relevant experience. These will help you build your resume and increase your chances for being hired. Networking is the #1 way people find jobs, and all professionals have networking opportunities. These activities help you practice communicating to other professionals.

- Externship
- Practicum
- Internship
- Job Shadow with a professional or company
- Volunteer work in your chosen career field
- Attended a Professional Conference
- Active membership in a Professional Association
- Workplace project related to career goal
- Other field experience

**Professional Experience Additional Information (e.g. dates of activities, name of professional association, internship company, etc.):**

Volunteered for Greater Fort Wayne, Inc., January 20XX and helped with major fundraising project. Created a “Leave a Legacy” presentation for workplace and presented to company, March 20XX.

Approval of Professional Experience #1  Yes  No
Approval of Professional Experience #2  Yes  No
INdorsed Career Ready Graduate Progress

*Submit progress through JobZone, www.ipfw.edu/jobzone, in the Academic Profile section. A Career Services staff member will review your submission for approval.*

**Professional Practices Activity: Choose one (1)**

Networking is the #1 way people find jobs, and all professions have networking opportunities. These activities help you practice communicating to other professionals.

- ✔ Reverse Career Fair
- ✔ Etiquette Dinner
- ✔ Mastodon Career Call on Networking
- ✔ Mastodon Career Call on Transitioning into the Workplace
- ✔ Workshop or Class topic on Professionalism
- ✔ Other Networking Event or Training (i.e. YLNI Hotspot)

**Professional Practices Additional Information (e.g. date of completion, name of class/workshop, organization that hosted the event/ training, etc.):**

*Attended YLNI Hotspot networking night, May 20XX.*

**Approval of Professional Practices**  Yes  No
INdorsed Career Ready Graduate Progress

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**Professional Skills Activities: Choose two (2)**

*Students learn communication and other transferable skills most highly sought by employers, as identified by the National Association of Colleges and Employers (NACE) annual Job Outlook Survey.*

- Skill training workshop or class
- Leadership role on campus
- Internship
- Practicum
- Other field experience

**Professional Skills Additional Information (e.g. date of completion, name of class/workshop, name of student org/leadership group, company and skills gained, etc.):**

Treasurer of IPFW Society for Human Resource Management (SHRM) August 20XX-present. Completed “Training Methods” (OLS 375) class where supervisor skills and practices were taught with an emphasis on the world of work.

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<th>Approval of Professional Skills #1</th>
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<td>Approval of Professional Skills #2</td>
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Unique Selling Point: Choose one (1) with two (2) Supporting Activities
Identify one unique selling point here, and provide 2 activities which develops/supports it below. Provide full information including dates, supervisors, skills, etc.

✓ Unique Selling Point Leadership

Unique Selling Point Supporting Activity 1st completed:
While serving in an officer role for SHRM (Treasurer) August 20XX-present, I was self-motivated to complete my tasks, stay professional, and provide exemplary service.

Unique Selling Point Supporting Activity 2nd completed:
I value my volunteer experience by showing the initiative to help when needed (Career Services job fair prep sessions, Greater Fort Wayne, Inc. fundraising events). I have developed new skill sets along the way through being a leader.

Approval of Unique Selling Point Activity #1 Yes No
Approval of Unique Selling Point Activity #2 Yes No