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.*

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 EDUC X210 Fall 20XX.

Approval of Self Assessment Activity

Yes No
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.*

**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. Developed elevator speech and was approved with career counselor 4/20XX (see INdorsed elevator speech completion checklist).

**Approval of Self Marketing Resume**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approval of Self Marketing Mock Interview**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Approval of Self Marketing #3**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

IPFW CAREER SERVICES – KETTLER HALL, ROOM 109 – (260)481-0689
Office hours: Monday-Friday 8am-5pm – Drop-in hours: Monday-Friday 10am-2pm
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 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.):**

Practicum at Women’s Shelter, January 20XX. IPFW Externship YMCA Youth Services, Fall 20XX.

**Approval of Professional Experience #1**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Approval of Professional Experience #2**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

IPFW CAREER SERVICES – KETTLER HALL, ROOM 109 – (260)481-0689
Office hours: Monday-Friday 8am-5pm – Drop-in hours: Monday-Friday 10am-2pm
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.):**


**Approval of Professional Practices**  Yes  No
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.*

**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.):

*Youth Supervisor for shelter May 20XX-present; gained social services skills, leadership, teaching, team leadership, and community outreach. Attended IPFW Safe Zone training for students Fall 20XX.*

| Approval of Professional Skills #1 | Yes | No |
| Approval of Professional Skills #2 | Yes | No |

IPFW CAREER SERVICES – KETTLER HALL, ROOM 109 – (260)481-0689
Office hours: Monday-Friday 8am-5pm – Drop-in hours: Monday-Friday 10am-2pm
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.*

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 Conflict Resolution

Unique Selling Point Supporting Activity 1st completed:
While working as an IPFW Peer Advisor for the Mastodon Advising Center 5/20XX-8/20XX, I had to be very responsive to office processes and sensitive feelings, which included resolving conflicts among coworkers.

Unique Selling Point Supporting Activity 2nd completed:
While working as a Youth Supervisor at the shelter May 20XX-present, there were many conflicts among the youth that I had to mediate. Listening and reflecting were important skills used.

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