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.):**

Conducted informational interview about the actuarial science field with an actuary at Swiss Re

February 20XX.

**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 LinkedIn profile at www.linkedin.com/in/mannymastodon (please see INdorsed checklist for completed LinkedIn profile).

<table>
<thead>
<tr>
<th>Approval of Self Marketing Resume</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Self Marketing Mock Interview</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Approval of Self Marketing #3</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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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.):**

Actuary Intern with Swiss Re March 20XX-present. Mathematics Tutor at university for algebra, survey of math, and calculus.

<table>
<thead>
<tr>
<th>Approval of Professional Experience #1</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval of Professional Experience #2</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>
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**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.

- [x] Reverse Career Fair
- [x] Etiquette Dinner
- [x] Mastodon Career Call on Networking
- [x] Mastodon Career Call on Transitioning into the Workplace
- [x] 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 |
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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.):

Intern with Smith & Associates Insurance and Financial Service Summer 20XX where I developed a basic understanding of insurance and enhanced problem-solving skills. Secretary of IPFW PI Math Club, Spring 20XX - Fall 20XX.

Approval of Professional Skills #1
Yes No

Approval of Professional Skills #2
Yes No
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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 *Critical Thinking/Problem Solving*

**Unique Selling Point Supporting Activity 1st completed:**
*As an Actuary Intern with Swiss Re, every day I have to use critical thinking and problem solving in order to get results. I am responsible for data analysis, valuation, and assisting in internal auditing.*

**Unique Selling Point Supporting Activity 2nd completed:**
*I have passed Exam P/1, Exam FM/2, and Exam MFE/3. These exams demand thinking critically and solving problems presented to you.*

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

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

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