

# Career Readiness: Translating your HSOC/STSC Experience for Professional Success



**Presented**



## **What we'll chat about today:**

- What employers look for in candidates
- Resume Tips
- How to present your major (and other things) effectively to employers

## **Goals:**

- 1) To share current information about career readiness competencies, their use, and their value
- 2) To encourage you to think about approaches to support student career readiness
- 3) To support your active role in helping students be career ready



# QUESTION

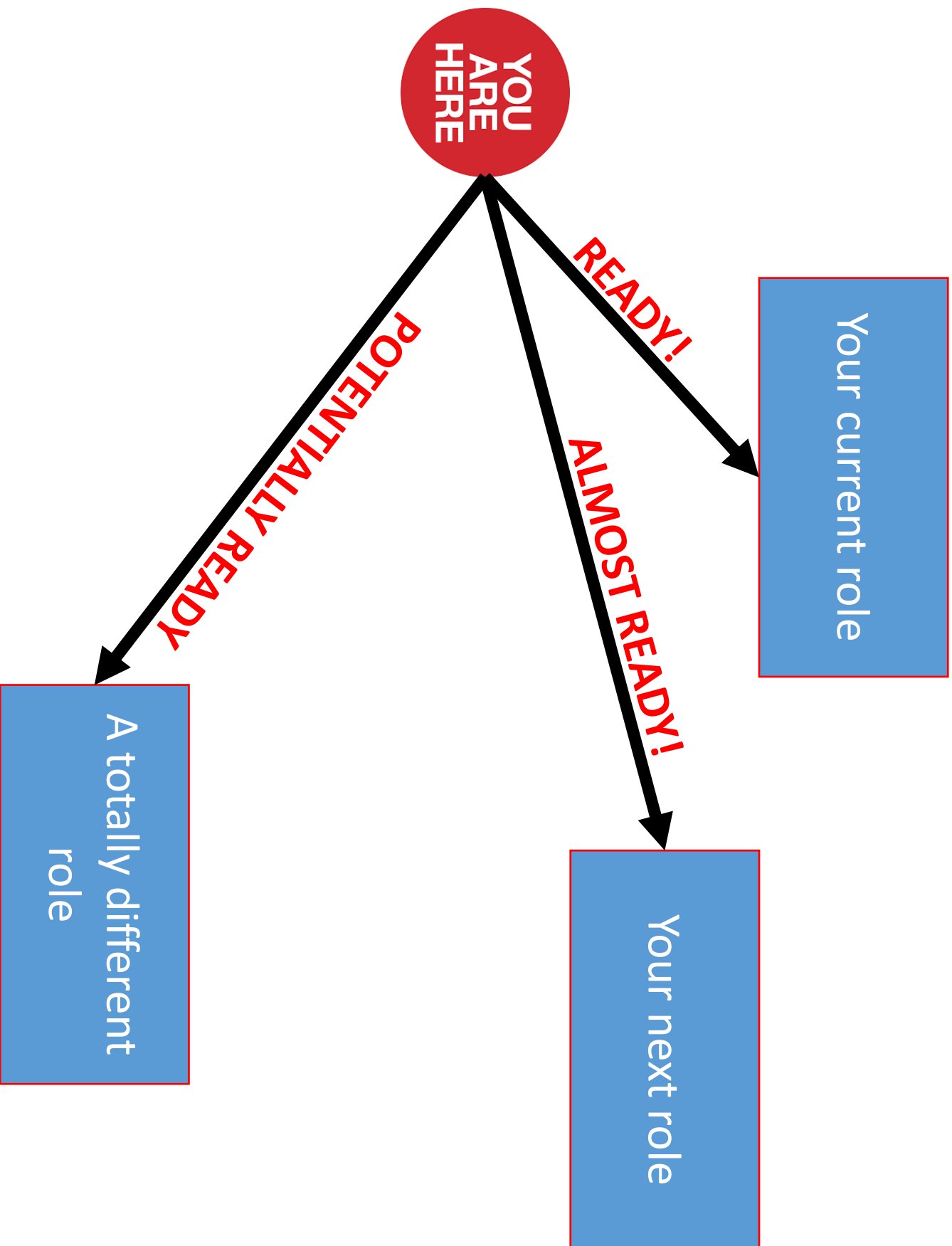
*What is career readiness?*



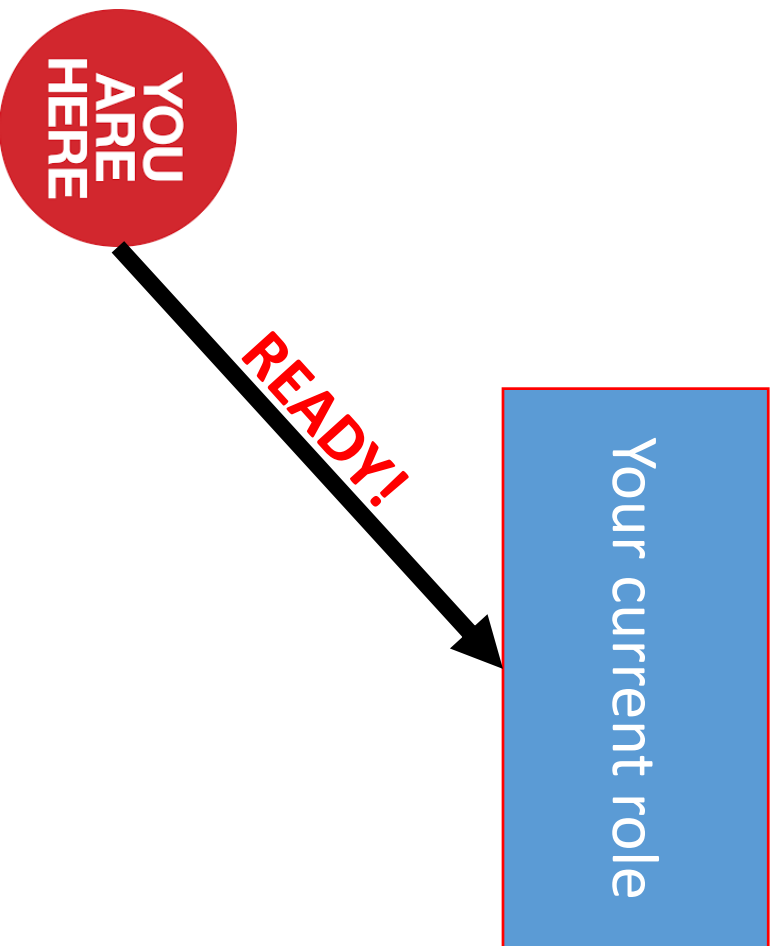




**Are you career ready?**

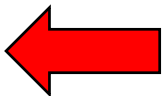
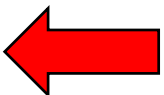
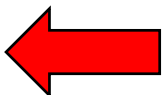
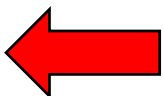
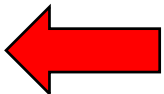
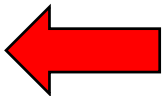




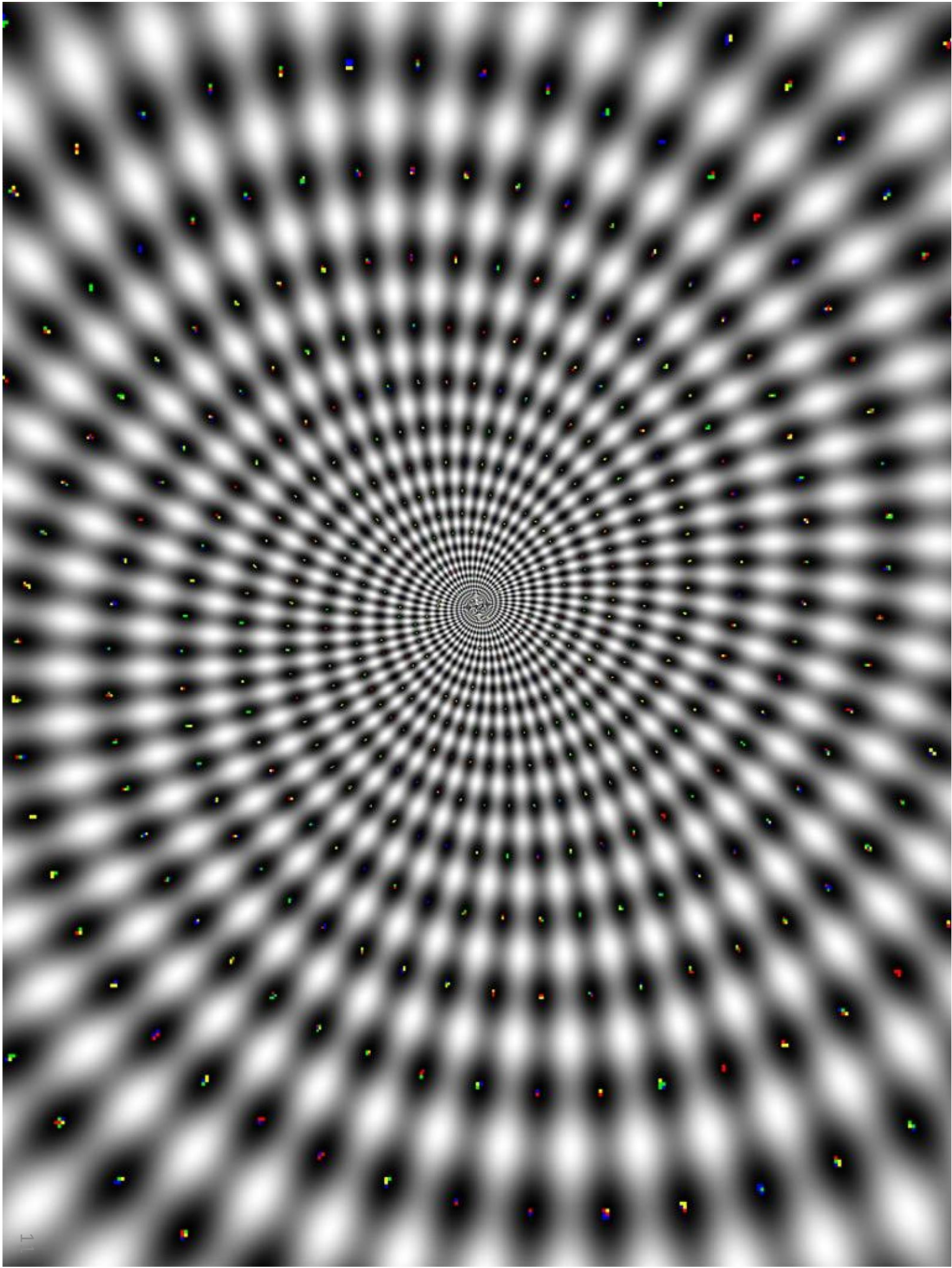


Career readiness is a **process**,  
not a single point in time

**Penn  
student**



**First professional  
role**





## **National Association of Colleges and Employers**

Established in 1956, the National Association of Colleges and Employers (NACE) connects more than 8,100 college career services professionals at nearly 2,000 colleges and universities nationwide, more than 3,100 university relations and recruiting professionals, and the business affiliates that serve this community.

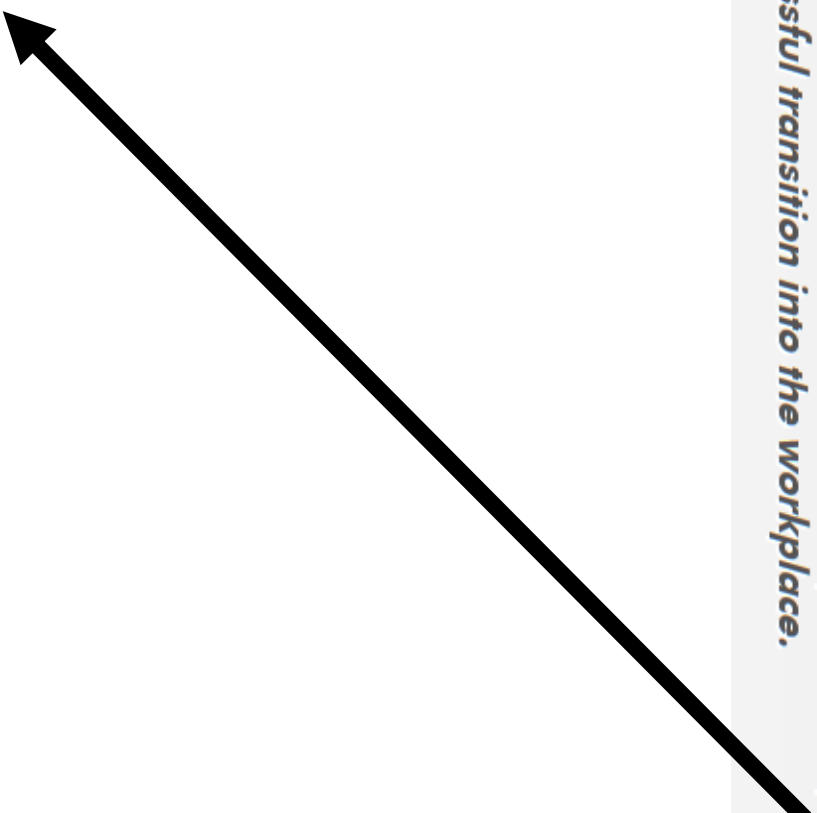
NACE is the leading source of information on the employment of the college educated, and forecasts hiring and trends in the job market; tracks starting salaries, recruiting and hiring practices, and student attitudes and outcomes; and identifies best practices and benchmarks.

## **Definition of Career Readiness and Competencies**

*Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.*

## Definition of Career Readiness and Competencies

*Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.*



Ahh yes..., requisite competencies..., got it...,  
that makes perfect sense...



## QUESTION

*What is a competency?*











# Competency:

An ability or skill to do something successfully or efficiently

The capability to apply a set of related knowledge, skills, and abilities to successfully perform functions or tasks in a defined work setting

The measurable or observable knowledge, skills, abilities, and behaviors critical to successful job performance

A cluster of related abilities, commitments, knowledge, and skills that enable a person to act effectively in a job or situation

The combination of observable and measurable knowledge, skills, abilities and personal attributes that contribute to enhanced employee performance

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# Competencies = adaptations

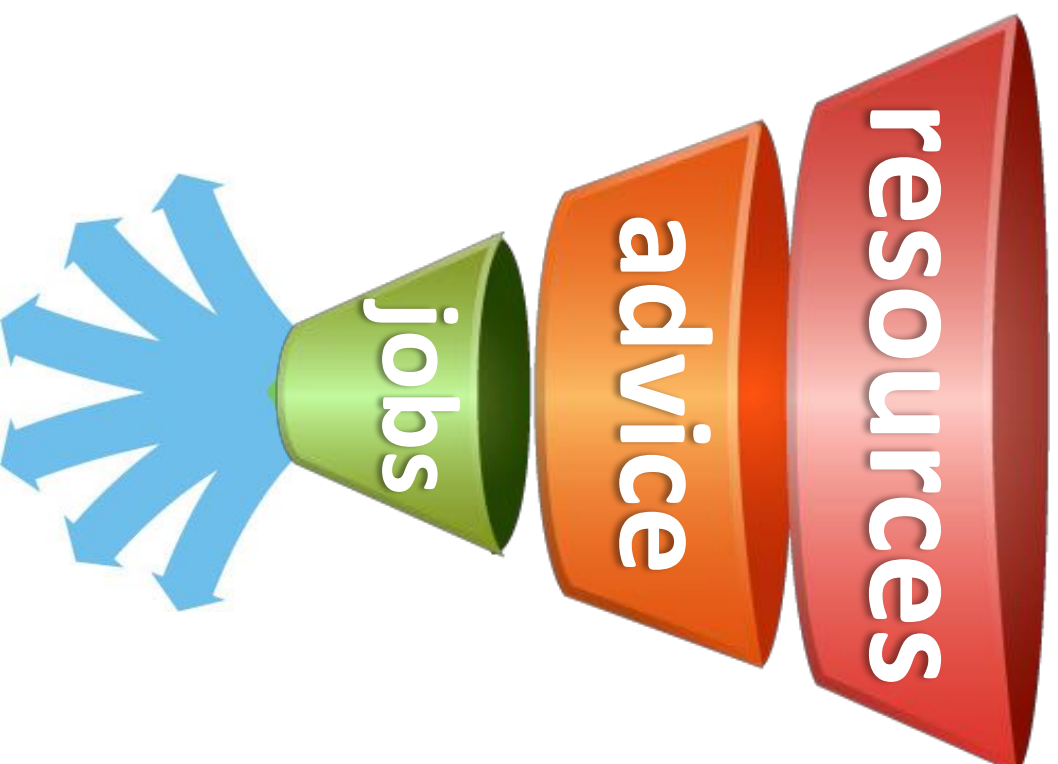
Career competencies help you survive and cope with the professional world

- Things \* you like doing, and do well...
- Things \* you may or may not like doing, but really need to know how to do when necessary

\*Abilities, Skills, Knowledge, Behaviors, Personal Attributes

Ability, Skill, Knowledge, Behaviors  
Commitment, Personal Attributes

# ROLE OF CAREER SERVICES



# CAREERS



# Career Readiness Defined

**NACE defines career readiness, identifies key competencies**

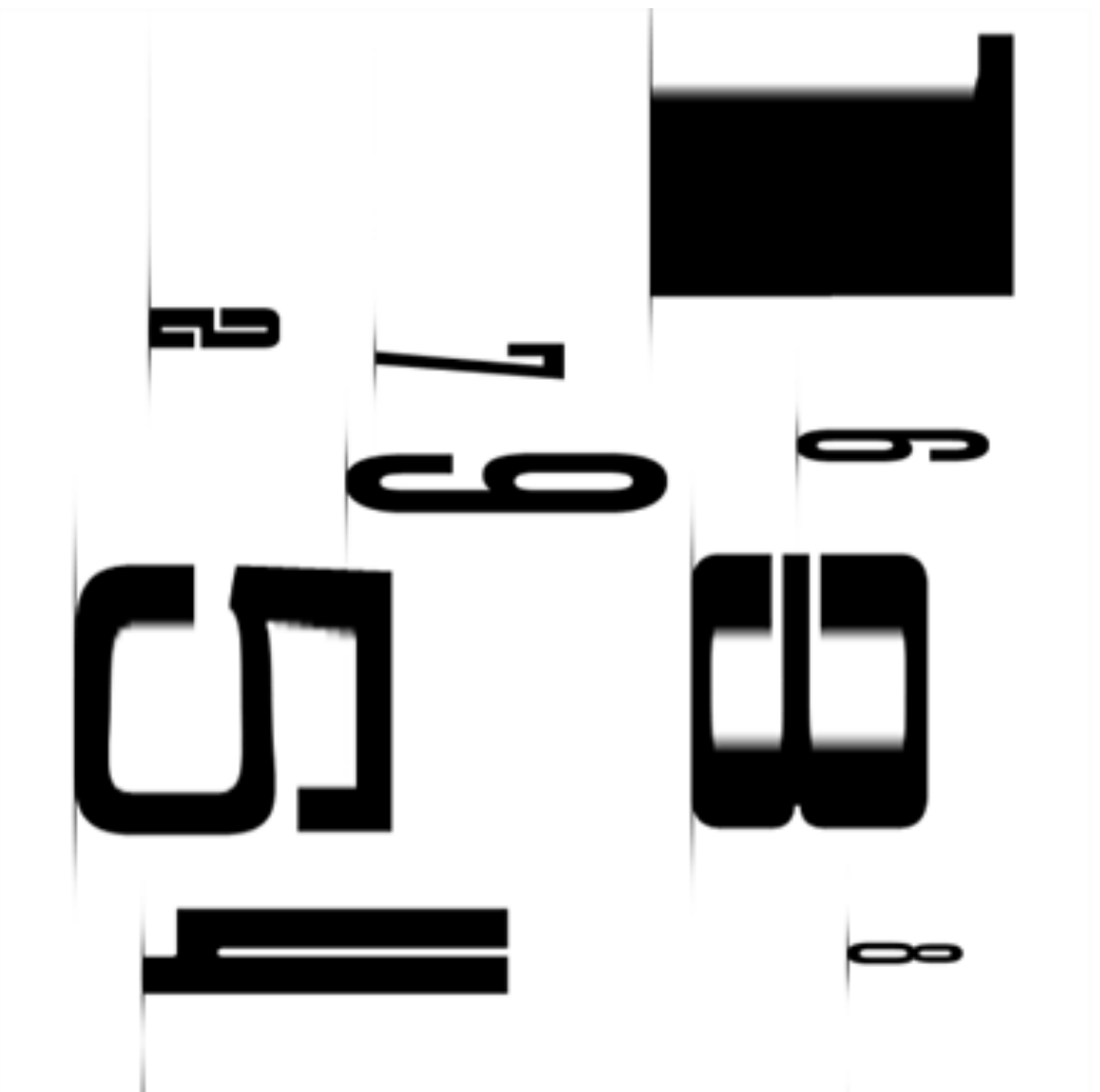
The National Association of Colleges and Employers, through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified [REDACTED] competencies associated with career readiness. (Details about the research are available [here](#).)





## QUESTION

How many competencies do  
you think that NACE identified?



# **NACE Competencies**

- 1. Critical Thinking/Problem Solving**
- 2. Oral/Written Communications**
- 3. Teamwork/Collaboration**
- 4. Information Technology Application**
- 5. Leadership**
- 6. Professionalism/Work Ethic**
- 7. Career Management**



## QUESTION

How many of these do  
employers find most relevant?

# Competencies Identified as Essential by **Employers**

- Professionalism / Work Ethic (97%)
- Critical Thinking / Problem Solving (96%)
- Oral / Written Communication (91%)
- Teamwork / Collaboration (90%)
- Information Technology Application (72%)
- Leadership (56%)
- Career Management (45%)

# Penn7

Career Competencies

Meaningful, relevant, helpful...

...without being confusing or stressful





[www.vpul.upenn.edu/careerservices/careerdevelopment](http://www.vpul.upenn.edu/careerservices/careerdevelopment)

- 1) Self-Management & Personal Wellness
- 2) Active Listening & Effective Communication
- 3) Critical Thinking & Problem Solving
- 4) Teamwork & Collaboration
- 5) Leadership & Project Management
- 6) Professionalism & Work Ethic
- 7) Career Management

# How Career Services helps promote competencies

[www.vpu1.upenn.edu/careerservices/careerdevelopment](http://www.vpu1.upenn.edu/careerservices/careerdevelopment)

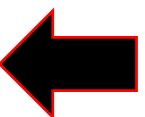
- 1) Self-Management & Personal Wellness:** Building personal and professional development strategies and goals with a clear focus on effectively managing stress and balancing work/life commitments.
- 2) Active Listening & Effective Communication:** Accurately receiving and interpreting verbal and non-verbal messages from direct reports, peers, colleagues, and supervisors. Clearly and effectively articulating thoughts to varied audiences in writing and in presentation.
- 3) Critical Thinking & Problem Solving:** Exercising sound reasoning to analyze issues, make decisions, overcome problems, address ambiguity and find relevant information.
- 4) Teamwork & Collaboration:** Building collaborative relationships with colleagues and clients representing diverse cultures, races, ages, genders, religions, lifestyles, disciplines, and viewpoints.
- 5) Leadership & Project Management:** Developing professional, working relationships with colleagues, peers, and supervisors/advisors, and leveraging the strengths of others to achieve common goals.
- 6) Professionalism & Work Ethic:** Demonstrating personal accountability and effective work habits (e.g., punctuality, working productively with others, and time/workload management), and understanding the impact of non-verbal communication on professional image.
- 7) Career Management:** Identifying and expressing one's skills, strengths, knowledge, and experiences relevant to both the desired position and career goals, and identifying areas necessary for professional growth.



# How Career Services helps promote competencies

[www.vpu.upenn.edu/careerservices/careerdevelopment](http://www.vpu.upenn.edu/careerservices/careerdevelopment)

Helping students describe/illustrate the competencies they have developed



- 2) Active Listening & Effective Communication:** Accurately receiving and interpreting verbal and non-verbal messages from direct reports, peers, colleagues, and supervisors. Clearly and effectively articulating thoughts to varied audiences in writing and in presentation.
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# Let's think about this in terms of how it translate to your major

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**3) Critical Thinking & Problem Solving:** Exercising sound reasoning to analyze issues, make decisions, overcome problems, address ambiguity and find relevant information.

**4) Teamwork & Collaboration:** Building collaborative relationships with colleagues and clients representing diverse cultures, races, ages, genders, religions, lifestyles, disciplines, and viewpoints.

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**6) Professionalism & Work Ethic:** Demonstrating personal accountability and effective work habits (e.g., punctuality, working productively with others, and time/workload management), and understanding the impact of non-verbal communication on professional image.

# **Science, Technology & Society**

Science, Technology & Society (STSC) examines the social contexts in which science and technology occur, the organizations of people and things that make up science and technology systems, and the social and cultural consequences of scientific and technological change over time. In a wide array of courses, STSC majors explore the relationship between scientific knowledge, technological innovations, technological systems, and society past and present.

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**Equips STSC majors with the ability to:**

- **Read scientific, technological and historical texts critically**, assessing their social, cultural, and political origins and ramifications
- **Identify the social determinants** of science and technology in historical and contemporary contexts
- **Analyze** the interplay of **social and historical factors** that have resulted in particular scientific and **technological outcomes**
- **Pursue research projects** using published sources, technical and experimental data, and archival materials
- **Analyze data using both quantitative and qualitative methods**
- **Build strong arguments**

# Explaining Science, Technology & Society to Employers

**Science, Technology & Society (STSC)** examines the social contexts in which science and technology occur, the organizations of people and things that make up science and technology systems, and the social and cultural consequences of scientific and technological change over time. In a wide array of courses, STSC majors explore the relationship between scientific knowledge, technological **systems and** innovations, technological systems, and society past and present.

**My interdisciplinary STSC major will allow me to:**

- ~~Read~~ **Understand** scientific, technological and historical texts critically **industry trends**
- **Identify and explore how social determinants** of science and technology **factors impact society** in historical and contemporary contexts
- **Identify and analyze connections** between the interplay of **social and historical** factors that have resulted in particular scientific and **technological outcomes**
- **Pursue research projects** using published sources, technical and experimental data, and archival materials
- **Analyze data using both quantitative and qualitative methods**
- **Build strong arguments**

# Explaining Science, Technology & Society to Employers

**Science, Technology & Society (STSC) examines the relationship between scientific knowledge, technological systems and innovations and society**

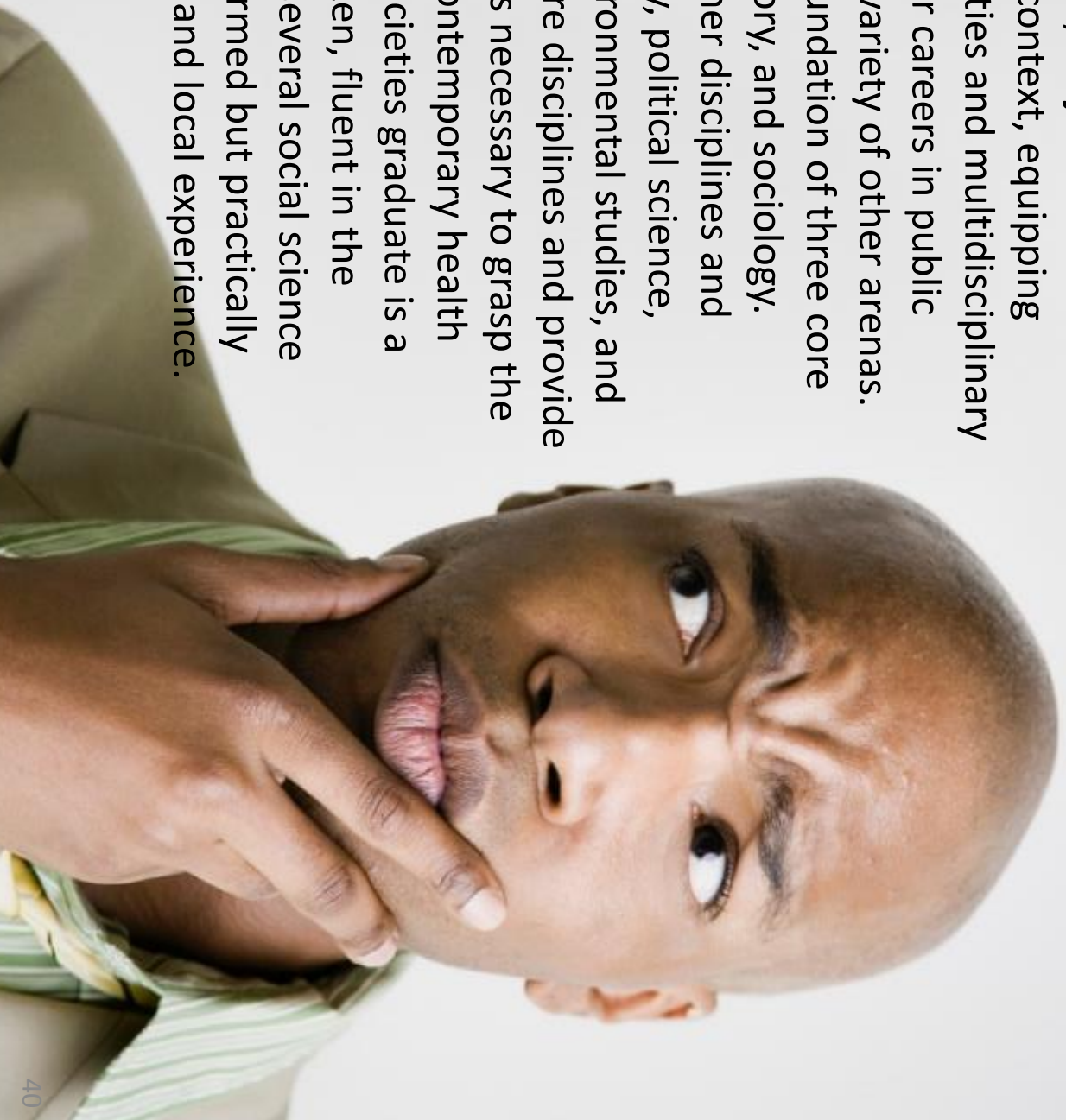
## **My interdisciplinary STSC major will allow me to:**

- Understand scientific, technological and industry trends
- Identify and explore how science and technology factors impact society
- Identify and analyze patterns and outcomes
- Pursue research projects using technical data
- Analyze quantitative and qualitative data
- Build strong arguments



# Health & Societies

The Health and Societies (HSOC) major examines health and medicine in social context, equipping students with the critical faculties and multidisciplinary skills that will prepare them for careers in public health, health services, and a variety of other arenas. The program is built on the foundation of three core disciplines: anthropology, history, and sociology. Methods and courses from other disciplines and fields—including epidemiology, political science, business/economics, law, environmental studies, and bioethics—supplement the core disciplines and provide majors with the variety of skills necessary to grasp the forces that have shaped our contemporary health landscapes. The Health and Societies graduate is a "multilingual" scholar and citizen, fluent in the methods and perspectives of several social science disciplines--- theoretically informed but practically minded, with a global outlook and local experience.





## **HSOC majors:**

- **Read scientific and medical texts critically**, and assess their social, cultural, and political origins and ramifications;
- **Identify and define key social determinants of health** in a variety of historical and contemporary contexts;
- **Analyze** the interplay of **factors** that have resulted in particular health outcomes and policies;
- **Integrate methods** from history, sociology, anthropology, and other disciplines in empirical assessments of communities, populations, and policy interventions on multiple levels
- **Pursue in-depth research** projects using published sources, archival material, and ethnographic and experimental data;
- **Analyze data** using both quantitative and qualitative methods; and
- Participate in the design of effective multipronged strategies to address health challenges in local, national, and international contexts.

# Explaining Health & Societies to employers

The Health and Societies (HSOC) major examines health and medicine in social context, combining knowledge from anthropology, history and sociology. With it, I possess the skills necessary to understand the factors that shape our contemporary health landscapes.

*"HSOC allows you to study the big picture and understand real issues for a real world."*

*"I can't stress how important my Health and Societies major was during my interviews. In fact most of the medical school applications, both the primary and supplemental, in one way or another explored the applicant's understanding of the societal impact and social determinants on health and disease."*

# Resumes & Cover Letters

# Challenges



- Employers only have what you write
- Employers cannot fill in any gaps
- Employers cannot imagine anything you haven't mentioned explicitly

**Jack Andjil**

Phone; email

## EDUCATION

### **University of Pennsylvania**

May 2018

Candidate for Bachelor of Arts in Science, Technology & Society

Major GPA: 3.81/4.00 (12 courses) | Cumulative GPA: 3.34/4.00

## EXPERIENCE

### **Administrative Assistant, Institute of Diabetes, Obesity & Metabolism,**

#### **Perelman School of Medicine**

June – August 2017

- Participated in project planning meetings
- Assisted medical school faculty in conducting article research

### **Intern, Penn Center for Innovation**

2016

- Worked on 10 separate assessments, with responsibilities including synthesis of data, report writing, communication with stakeholders
- Attended meeting with industry leaders



**ASSISTED IN...**





ASSISTED IN...

Assisted in...

Assisted in program planning and implementation

Assisted professor in book research



# Assisted in...

## ~~Assisted in program planning and implementation~~

- Planned and implemented 3 neighborhood public outreach projects by assisting program manager in all aspects of community stakeholder engagement

## ~~Assisted professor in book research~~

- Completed review of 170 journal papers on inflammatory disease mechanisms, and communicated a technical summary of findings to professor within two weeks





PARTICIPATED IN...



Participated in...

Participated in training for website management

Participated in student team project

# Participated in...

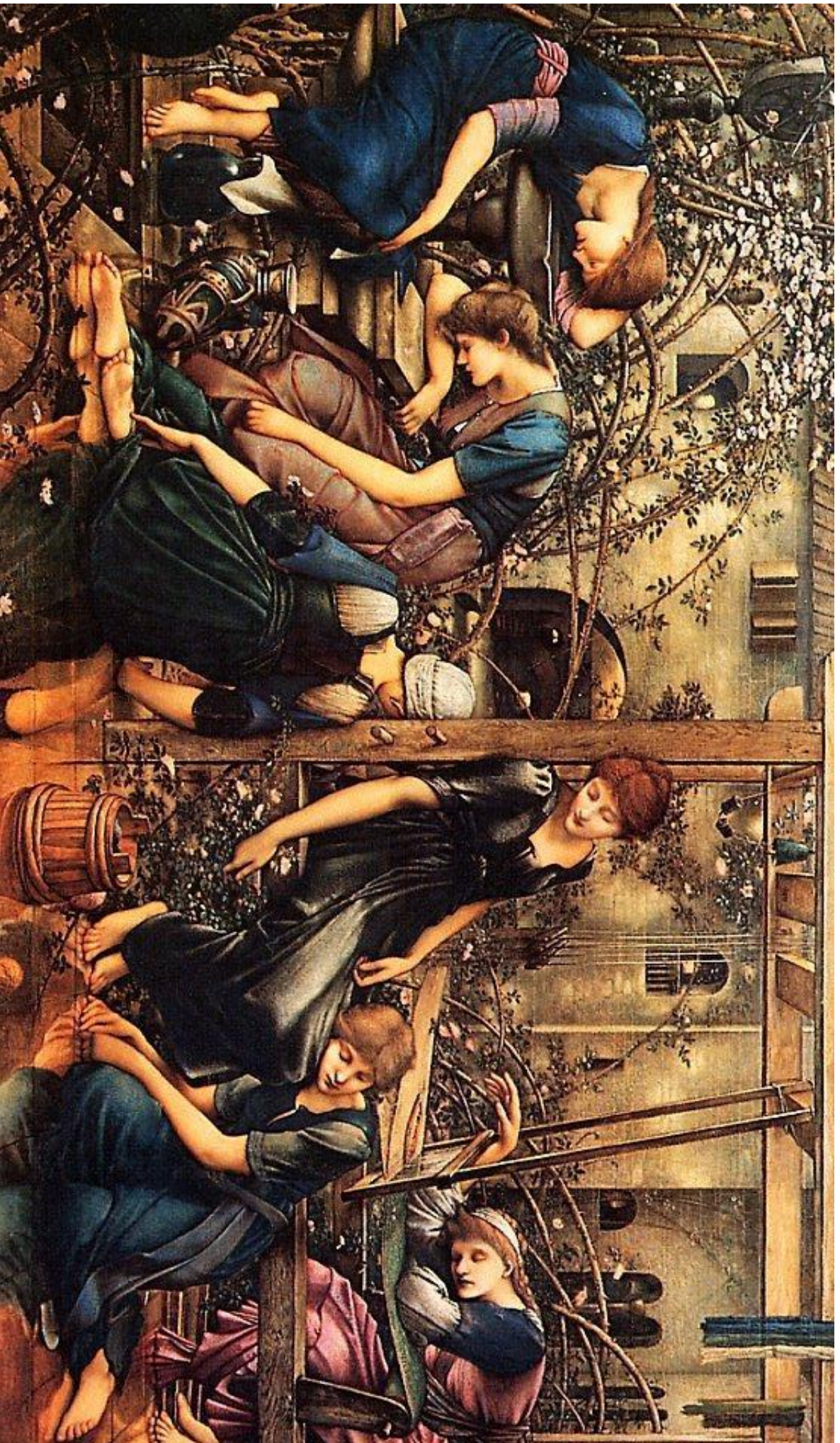
~~Participated in training for website management~~

- Gained hands-on knowledge of content management system by participating on online training courses

~~Participated in student team project~~

- Coordinated team member work schedules and tasks as part of a 5-member student team project developing a new planning report





**Attended** a conference, symposium, workshop, meeting



Attended...

Attended two conferences

# Attended...

## ~~Attended two conferences~~

- Sought out subject matter experts at conference, resulting in one on-going international research collaboration
- Networked with researchers from engineering, biomedical, and social science disciplines to explore future research goals

## EDUCATION

University of Pennsylvania, Philadelphia, PA

Bachelor of Arts, Double Major in Health & Societies and Philosophy, Politics & Economics

Concentration: Health Policy & Law

May 2017

## WORK EXPERIENCE

### Administrative Assistant

Fall 2016 – Spring 2017

*Institute of Diabetes, Obesity, and Metabolism (IDOM), Perelman School of Medicine, Philadelphia, PA*

- Support IDOM business office objectives through the completion of administrative tasks including managing financial records and drafting email correspondence.
- Assist medical school faculty in conducting article research

### Controls Center of Excellence Intern

Summer 2016

*GlaxoSmithKline, Philadelphia, PA*

- Managed operational and compliance risk through design of visually organized, user-friendly, monitoring tools
- Expanded insight into sales force performance through development of trend analysis reports with drill-down capabilities
- Trained Business Risk & Compliance Manager on implementation of improved expense report monitoring process
- Presented quantitative data reports and key findings to senior directors and mid-level managers

### Grants and Public Policy Program Intern

Summer 2015

*Susan G. Komen Philadelphia, Philadelphia, PA*

- Conducted research and health policy analysis for Komen's 2015 Community Needs Assessment
- Designed advocacy campaign for state programs helping medically underserved women access health services
- Raised over \$10,000 in grant funding and sponsorships to support Komen's mission
- Drafted Komen's patient navigation grant type and request for applications, attracting 100+ competitive applicants
- Managed Komen's grants program through evaluation of grantees' quarterly budget and progress reports

### Research Assistant

Fall 2014 – Winter 2014

*Childhood Nutrition Study, Urban Nutrition Initiative, University of Pennsylvania*

- Gathered data analyzing effectiveness of taking a concept-based approach to early childhood nutrition education
- Conducted engaging one-on-one interviews with 50+ study participants
- Managed and organized precise interview response database using Microsoft Excel



## EDUCATION

University of Pennsylvania, Philadelphia, PA

Bachelor of Arts, Double Major in Health & Societies and Philosophy, Politics & Economics

May 2017

Concentration: Health Policy & Law

**WORK EXPERIENCE** — **HEALTHCARE, POLICY & RESEARCH EXPERIENCE**

→ Relevant Coursework: xxxxx, xxxx, xxxx,

### Administrative Assistant

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## Expert

- Tailor your resume for a particular audience

## Tips

- Rely on strong action verbs and details in your descriptions
- Include quantifiable details to provide context and demonstrate impact

## LEADERSHIP EXPERIENCE

### GLOBEMED

GlobalHealthU Committee Member

September 2013 – May 2017

- Present a research project to the club's general body members every semester; lead discussion portion of weekly meetings on a range of healthcare-related topics

- Develop campus initiatives aimed at educating the student body about global and public health issues

### PENN FOR VETERANS

January 2015 – May 2017

Deputy Officer

- Organize an annual charity gala in the spring with a budget of approximately \$5,000 to raise proceeds for private and government organizations that serve U.S. veterans

- Volunteer weekly with patients receiving care at VA Community Living Center in Philadelphia

### PENN RUGBY FOOTBALL CLUB

August 2013 – May 2015

Recruitment Chair

- Led strategy for recruitment and retention of members; organized a monthly team building event

### WALKING FOR WATER

September 2009 – Present

Student Organizer

- Plan and promote an annual 5k/10k walk, which has raised over \$260,000 for the construction of wells in Burkina Faso; recruit corporate sponsors and collect donations from private individuals

## SKILLS AND INTERESTS

- Computer skills: Microsoft Word, Excel and PowerPoint, Adobe Photoshop and InDesign, HTML
- Conversational proficiency in German
- Academic interests: Health policy, public health, statistics, sociology, 20<sup>th</sup> century history, U.S. history
- Professional interests: Healthcare startups and nonprofits, public policy, health law, intellectual property law, real estate law, immigration law

Expert   •   Highlight relevant skill sets/qualities  
Tips

# Portfolio





**Penn**  
Career Services

**WE**  
[UPENN.JOINHANDSHAKE.COM](http://UPENN.JOINHANDSHAKE.COM)

*Log In Now!*



## Welcome to Career Services

**Attention:** PennLink is no longer available as of July 1st. Come join us on our new platform: Handshake!

### Calendar of Events



See a complete listing for all of our programming, including career fairs. Events are sortable by intended audience.

### What Do Penn Students Do?



Review comprehensive reports of Penn graduates' career plans as well as summer internship reports.

### Digital Career Resources

Get access to digital career resources like Vault, WellFeet, Goin' Global and more! PennKey required.



### Resources for Specific Populations

LGBT, students of color, veterans, international students, disabled students, athletes and more



Appointments & Walk-Ins

Resumes, CV's, Cover Letters & Correspondence

Interviewing Advice

Networking & Mentoring

Resources by Career Field

Career Exploration

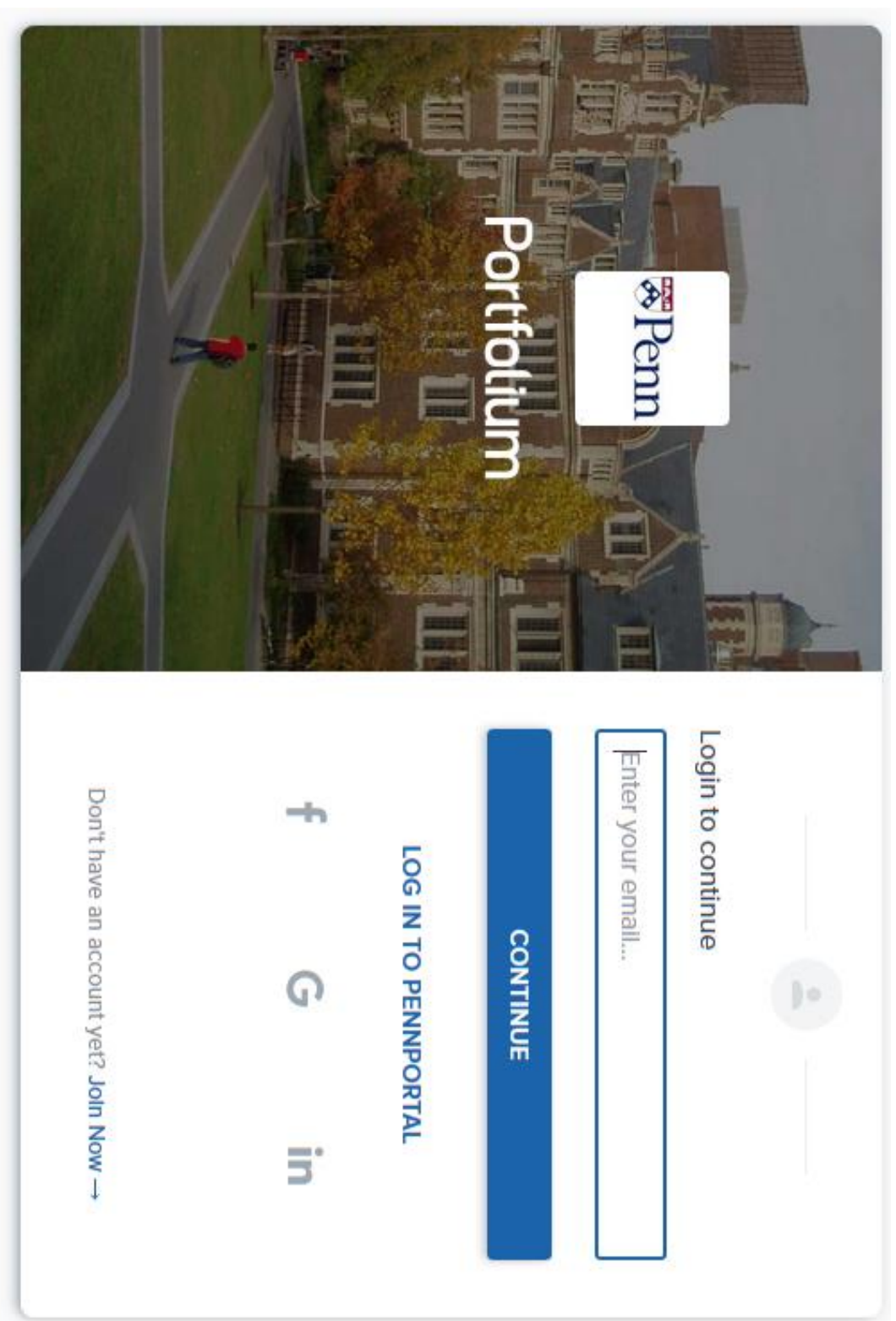
Jobs & Internships / Handshake & iNet

On Campus Recruiting

Career Fairs

Applying to Grad School

Portfolio - Portfolio is your free, digital portfolio tool to visually showcase your academic and professional experiences and accomplishments. Creating Portfolio "entries" allows you to beautifully organize and highlight your education and experiences by including samples of your reports, papers, projects, labs, and presentations. **Valid Penn e-mail or PennKey Required.**

The image shows the login page for the Penn Portfolio tool. The top half features a background image of a university campus with a large building and trees. Overlaid on this image is the Penn logo (a shield with 'EPP' and 'Penn') and the word 'Portfolio' in a large, white, sans-serif font. Below the image, the page is white. At the top right of this section is a grey circle containing a white person icon. Below this is the text 'Login to continue'. Underneath is a text input field with the placeholder text 'Enter your email...'. Below the input field is a blue button with the word 'CONTINUE' in white, uppercase letters. Further down is the text 'LOG IN TO PENNPORTAL' in blue, uppercase letters. Below this are three social media icons: Facebook (f), Google (G), and LinkedIn (in). At the bottom of the page is a link that says 'Don't have an account yet? Join Now →'.





# Mario Aksiyote

Aspiring Product Versatilist

<https://portfolio.com/marioaks>

+ CONNECT



PROFILE

PORTFOLIO

CONNECTIONS

## Introduction

Mario Aksiyote Benardete currently attends University of Pennsylvania, pursuing a degree in Computer Science and Economics.

## Overview

### Education

B.A. - Computer Science & Economics  
(2017) at University of Pennsylvania

### Work Experience

Web Designer / Developer at Reach-A-Peer  
Helpline

### Lives In

Philadelphia, Pennsylvania

5 45 0

Projects Skills Connections

## Skills

Skills demonstrated:

Prototyping

Experimental Design

UX/UI

React

Sketch

HTML/CSS

Javascript

Typography

Product Management

Project Management

Web Design and Development

D3.js

Ruby on Rails

Web Design





Jacqueline Lawyer ✓

University of Pennsylvania Psychology Major

<https://portfolium.com/JacquelineLawry1>

## PROFILE

## PORTFOLIO

## CONNECTIONS

## Overview

## Education

Bachelors - Psychology (2019) at University of Pennsylvania

## Work Experience

## Big Sister at Big Brothers Big Sisters

## Lives in

Philadelphia, PA

7 31 3

Projects Skills Connections

## Skills

## Introduction

Jacqueline Lawyer currently attends University of Pennsylvania, pursuing a degree in Psychology.

The first of a battery of business tests my ability to speak in very general terms the only word I relied on correctly on the subject was my last name (I hadn't developed a nickname yet so I was still trying to remember the full first names of my high school friends). I forgot all.

But I was thrilled to go out for the first time last fall that I had met my life partner. I began to date a man who had been my friend since the gymnasium and he was not to have to play.

Each surveying firm was asked to carry out one of the four different tasks and to provide a written report of the results of the survey. The results of the survey were then compared with the results of the other three surveys to see if there was any difference in the results.

that was the cause of people participating. The primary one, which we had to deal with in that very early stage, is to make things in the field of a customer. I realize the importance of that, and I think that's why, when I think about it, I think that's why I think we need to make our field out there, and what I think is important, I think it's a good thing to make the people in the program, the services in the field, to make sure that they are as good as the people in the office.

## Exploratory Errors

## Expiratory Efforts

**Skills demonstrated:**

### Written Communication

## Writing

## Communication

that day had been very big. Once I could begin to breathe again! But I was having a severe cough, or perhaps who were just a little bit of a cold that was at the time's most not very interesting.

Carrying up, we've still got some major differences in the way the two parties vote. While we among people are getting more of this, a lot of the time it turns out of the 140 have either not voted—something that just is not such a good thing—or if you find that enough, that means that that party's biggest ally, the 140, is not there. So you have to have a lot of work to do.

imposition is to let the more people get more opportunities to influence the whole development-making process. When a crowd comes, a lot of people bring along the advantages and disadvantages to the right time and place to influence and help come out of a highly open, happening, friendly meeting and thinking about how people really are getting involved in a whole, real and alive state that is always like a river, even today, head mountains and a lot of things are about how they are.

## Smiling at Strangers

## Smiling at Strangers


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Wai Wing Lau

University of Pennsylvania | English Major (Creative Writing Concentration) | Cinema & Media Studies Major

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Overview

Education

Work Experience

Lives In


8 Projects

61 Skills

4 Connections

Introduction

Throughout my academic career, I have delved into various creative endeavors towards future employment for creative work. Initially, I set off my



Skills demonstrated:

Creative Direction

Teamwork and Collaboration

Microsoft Word

Teamwork



## Food Fight Children's Book

♥ 0 📖 0 👁 10 March 20, 2017 in Arts & Crafts

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Wai Wing Lau

English (Creative Writing Concentrations) |  
Cinema & Media Studies at University of  
Pennsylvania



CONNECT

### 4 Skills

Creative Direction

Microsoft Word

Teamwork

Teamwork and Collaboration

### 7 Tags

#Art

#Children

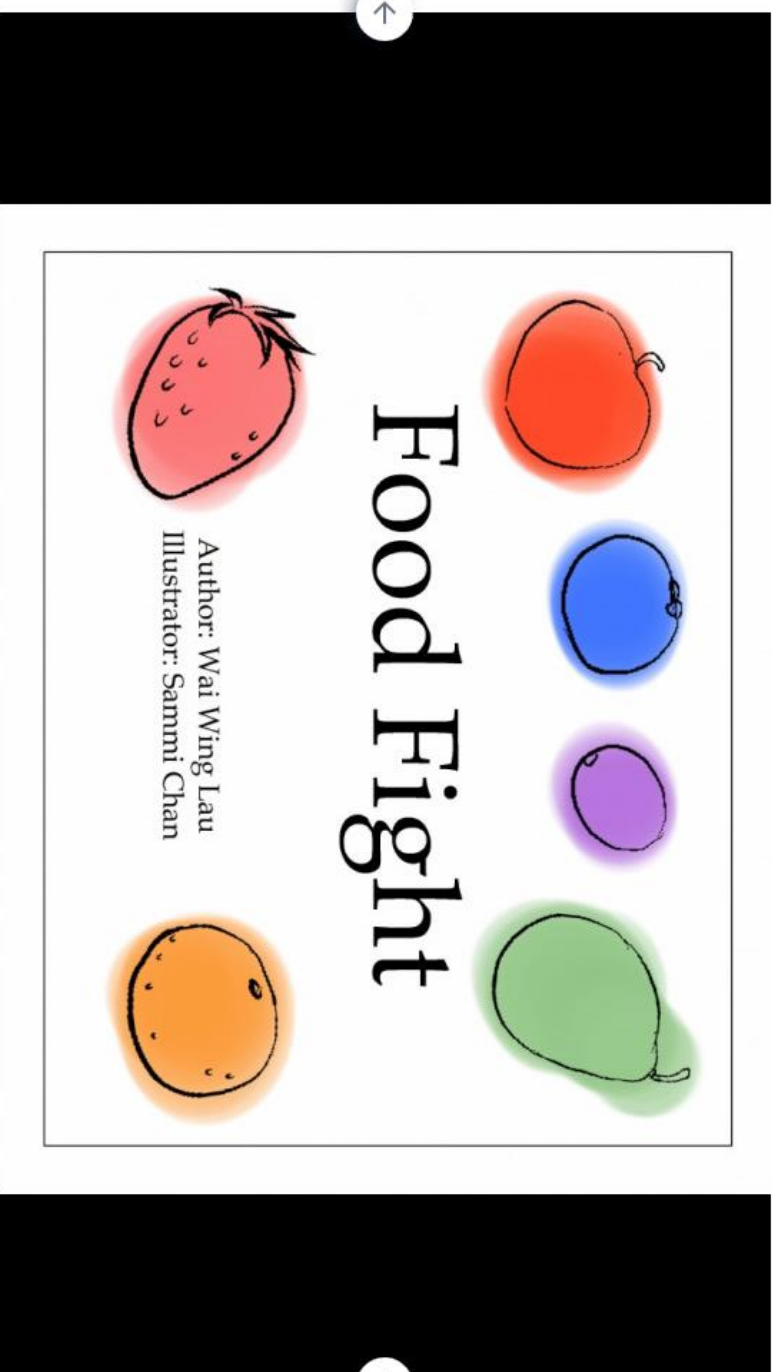
#Crafts

#Creativewriting

#Diversity

#Tolerance

#Writing



A children's book created by the collaborative energies of Wai Wing Lau and Sammi Chen. This book was created with the intention of teaching tolerance about diversity. The children's book theme based was based on educating the youth about World War I and II through a parody of fruits and unhealthy foods fighting amongst themselves. I wrote and organized the story while my colleague, Sammi Chen, created the illustrations for the book. Submitted to the B'nai B'rith International 8th Annual Diverse Minds Writing Challenge: we both received the honor of being finalists at a ceremony held in the New York Stock Exchange.

# 7 steps to develop your Penn career competencies

