Career Readiness:
Translating Your HSOC/STSC Experience for Professional Success

Presented by:
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

Resume Tips:

• What employers look for in candidates today:
What is career readiness?
Are you career ready?
You are here

A totally different role

Your current role

Your next role

Ready!

Ready!

Potentially Ready!

Almost Ready!
Career readiness is a process, not a single point in time.
First professional role

Penn Student
Established in 1956, the National Association of Colleges and Employers (NACE) connects more than 8,100 colleges nationwide at nearly 2,000 colleges and university relations, more than 3,100 university relations professionals, and more than 8,100 college career services professionals at nearly 2,000 colleges and universities nationwide, more than 3,100 university relations professionals, and more than 3,100 university relations professionals at nearly 2,000 colleges and institutions 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, and student attitudes and outcomes; and identifies best practices and benchmarks.

National Association of Colleges and Employers
Career Readiness is the achievement and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

Definition of Career Readiness and Competencies
Ahh yes... requisite competencies... got it...

That makes perfect sense...
What is a competency?
An ability or skill to do something successfully or efficiently
An ability or skill to do something successfully or efficiently.

The combination of observable and measurable knowledge, skills, and behaviors critical to successful job performance.

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

A cluster of related abilities, commitments, knowledge, and skills.

The capability to apply a set of related knowledge, skills, and abilities.

Successfully perform functions or tasks in a defined work setting.

The ability or skill to do something successfully or efficiently.

Competency:
An ability is a skill to do something successfully or efficiently.

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

A cluster of related abilities, commitments, knowledge, and skills critical to successful job performance.

The measurable or observable knowledge, skills, abilities, and personal attributes that enable a person to act effectively in a job or situation.

The capability to apply a set of related knowledge, skills, and abilities to successfully perform functions or tasks in a defined work setting.
Career competencies help you survive and cope with the professional world. Competencies = adaptations

*Abilities, Skills, Knowledge, Behaviors, Personal Attributes

• 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.

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.
Ability, Skill, Knowledge, Behaviors

Commitment, Personal Attributes

Role of Career Services

Jobs

Advice

Resources
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 competencies associated with career readiness. (Details about the research are available here.)

NACE defines career readiness by identifying key competencies.
How many competencies do you think that NACE identified?
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

NACE Competencies
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 (72%)
- Information Technology Application (62%)
- Leadership (56%)
- Career Management (45%)
- Professionalism / Work Ethic (97%)
- Critical Thinking / Problem Solving (96%)
- Oral / Written Communication (91%)
- Teamwork / Collaboration (72%)
- Information Technology Application (62%)
- Leadership (56%)
- Career Management (45%)
Meaningful, relevant, helpful… without being confusing or stressful… Penn"
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
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 collaborative relationships with colleagues and clients, 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.

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.vpul.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, and supervisors/advisors, and leveraging the strengths of others to achieve common goals.

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.

Helping students describe/illustrate the competencies they have developed how career services helps promote competencies

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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, and overcome problems, address ambiguity, and find relevant information. Verifying the strengths of others to achieve common goals.

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 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.

Let's think about this in terms of how it translates to your major.
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, and society past and present.
Science, Technology & Society

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• 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
• Pursue research projects using published sources, technical and experimental data, and archival materials

Equips STSC majors with the ability to:

Science, Technology & Society
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 society past and present. Majors explore the relationship between scientific knowledge, technological systems, and society past and present.

My interdisciplinary STSC major will allow me to:

• Read, understand scientific, technological and historical texts critically
• Identify and analyze connections between the interplay of social and historical factors that have resulted in particular scientific and technological outcomes
• Identify and explore how social determinants of science and technology impact society in historical and contemporary contexts
• Pursue research projects using published sources, technological 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
- Pursue research projects using technical data
- Build strong arguments
- Build strong arguments

Explaining Science, Technology & Society to Employers
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 students 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 political origins and ramifications;
- Pursue in-depth research projects using published sources, archival material, ethnographic and experimental data;
- Integrate methods from history, sociology, anthropology, and other disciplines in empirical assessments of communities, populations, and policy outcomes and policies;
- Analyze the interplay of factors that have resulted in particular health challenges in local, national, and international contexts;
- Participate in the design of effective multifaceted strategies to address
- Analyze data using both quantitative and qualitative methods, and
- Integrate methods from history, sociology, anthropology, and other disciplines in empirical assessments of communities, populations, and policy outcomes and policies;
- Analyze the interplay of factors that have resulted in particular 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."

Social determinants on health and disease.

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 importance of Health and Societies major was during my interviews.

"I can't stress how important my Health and Societies major was during my interviews."

possess the skills necessary to understand the factors that shape our contemporary context, combining knowledge from anthropology, history and sociology. With it, I

The Health and Societies (HSOC) major examines health and medicine in social...
Resumes & Cover Letters
Challenges

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

What does that even mean?
EDUCATION

May 2018

University of Pennsylvania

Candidate for Bachelor of Arts in Science, Technology & Society

Major GPA: 3.81/4.00 (12 courses) | Cumulative GPA: 3.4/4.00

EXPERIENCE

2016

Intern, Penn Center for Innovation

Attended meeting with industry leaders
• Worked on 10 separate assessments, with responsibilities including synthesizing data, report writing, and communicating with stakeholders

2017

Administrative Assistant, Institute of Diabetes, Obesity & Metabolism

June – August

• 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, and communication with stakeholders
• Attended meeting with industry leaders

Phone: email
Jack Andjil
Assisted in program planning and implementation

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
Assisted in planning and implementation

- Planned and implemented 3 neighborhood public outreach projects by assisting program manager in all aspects of projects.
- Completed review of 170 journal papers on inflammatory disease mechanisms, and communicated a technical summary of findings to professor within two weeks.
- Assisted professor in book research.
- Assisted in program planning and implementation.
- Assisted in program planning and implementation.

...
Participated in...

Participated in training for website management

Participated in student team project
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

Participated in student team project
attended a conference, symposium, workshop, meeting
Attended two conferences

• Sought out subject matter experts at conference, resulting in one ongoing international research collaboration

• Networked with researchers from engineering, biomedical, and social science disciplines to explore future research goals
Attended two conferences

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

Attended two conferences
Expert 
Highlight directly applicable skill sets

Include relevant coursework

Summer 2015
Preserve quantitative data reports and key findings to support directions and mid-level managers

Trend Business Risk & Compliance
Analyze impact on implementation of improved approved control monitoring process

Expand business intelligence to assist force Elaine into development of trend analytics reports with drill down capabilities

Summer 2016
Assist medical school faculty in conducting article research

Support IDOM business office objectives through the completion of administrative tasks including managing internal records and maintaining email correspondence

Fall 2016 - Spring 2017
Administrative Assistant

Work Experience
Communication Health Policy & Law
Bachelor of Arts, Double Major in Health & Sociology, Politics & Economics

University of Pennsylvania, Philadelphia, PA

Education
**Tips**
- Tailor your resume for a particular audience
- Rely on strong action verbs and details in your descriptions
- Include quantifiable details to provide context and demonstrate impact

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**HEALTHCARE, POLICY & RESEARCH EXPERIENCE**

**Research Assistant**

- Managed and organized review of recent literature, using Microsoft Excel
- Concluded a study on the impact of dietary interventions on childhood obesity

**Healthcare**

- Conducted a needs assessment of health care services in rural communities
- Developed and implemented a mobile health clinic program
- Collaborated with local health officials to improve access to care

**Summer 2015**

- Participated in a community health initiative, focusing on nutrition and physical activity
- Conducted a survey to assess the impact of the initiative on community health

**Summer 2016**

- Assisted in a research project on the correlation between diet and chronic disease
- Analyzed data using statistical software

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**EDUCATION**

- Bachelor of Arts, Double Major in Health, Society, and Policy, Pennsylvania State University
- University of Pennsylvania, Philadelphia, Pennsylvania
**Expert Tips**

- Highlight relevant skill sets/qualities

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**Skills and Interests**

- Microsoft Word, Excel and PowerPoint, Adobe Photoshop and InDesign, HTML

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**Leadership Experience**

- Penn Veterans
  - Develop campus initiatives aimed at educating the student body about global and public health issues
  - Portion of weekly meetings on a range of health-related topics
  - Present a research project to the club’s general body members every semester; lead discussions

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**Volunteer Experience**

- Walking for Water
  - Lead strategy for recruitment and retention of members; organized a monthly team building event

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**Activities**

- August 2013 - May 2015
  - Penn Rugby Football Club
  - Volunteer weekly with patients receiving care at VA Community Living Center in Philadelphia

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**Internship**

- August 2013 - May 2014
  - Student Intern, Corporate Sponsors and Collect Donations from Private Individuals

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**Work Experience**

- August 2013 - May 2014
  - Penn Alumni Association
  - Student Organizer, Annual 5K/10K walk which raised over $260,000 for the construction of new building on campus.
Valid Penn e-mail or PennKey Required.

Your education and experiences by including samples of your reports, papers, projects, labs, and presentations, experiences and accomplishments. Creating Portfolio „entitles“ allows you to beautifully organize and highlight your academic and professional portfolio. Portfolio is your free, digital portfolio tool to visually showcase your academic and professional
Mario Akiyote Benedito currently attends the University of Pennsylvania, pursuing a degree in Computer Science and Economics.
Throughout my academic career, I have delved into various creative endeavors towards future employment for creative work. Initially, I set off my introduction...
Food Fight is a children's book created by the collaborative efforts of Mel Wing Lau and Sammi Chan. The book was created with the intention of teaching children about the nutritional value of fruits and vegetables. The story is about a group of fruits that decides to fight for their health and well-being.

Author: Mel Wing Lau
Illustrator: Sammi Chan
1. Connect with your peers, student associations, and student services on campus.

2. Take advantage of speaking and writing resources on campus.

3. Everyone needs a hand sometimes, especially with stress management and career planning.

4. Explore your skills and values, and your career options.

5. Learn about careers and get advice from those who have gone before you.

6. Get some hands-on experiences with alumni.

7. Make career choices, negotiate, and accept.

8. Apply, interview, and accept.

9. Make campus connections.

10. Develop communication skills.

11. Ask for help.

12. Network with alumni.


14. 7 steps to develop your career competencies.