OCCUPATIONAL READINESS ROADMAP:

4 PHASES OF CAREER AND ACADEMIC DEVELOPMENT:
Premise:

The purpose of this 4 semester model is to prepare students to be competitive in the job and academic markets.

Phase 1 of the road map will be translated into the classroom presentations and group workshops. Phases 2-4 will occur on an appointment basis with the Career and Transfer Team. All Harcum College students should have been exposed to Phase 1 within your first year of matriculation at Harcum. The idea behind these presentations and workshops are to teach you to translate what you are majoring in and apply it to where you want to go with your career.

The four phases are designed to take you through four semesters that allows you to develop the employability and academic competencies required to be successful in the workplace and in four year colleges.

In conjunction with your career services team, and this four phase career development plan, students who are successful with bridging their occupational readiness skills to their degree program will place themselves in a position for meaningful career outcomes.

Below is a brief outline of Occupational Readiness Road Map:
Phase 1:

**Introspection: (1 semester)**

Introspection is defined as self-analysis. This occurs during the your first semester. You will complete critical thinking exercises and begin to learn how to assess your personal skills, interests, values, and goals. You will also gain resources that will begin to provide a foundation for your career decisions.

- Identify personal goals
- Take career and value related assessments to identify skills
- Identify core values and interest
- Identify your top three jobs/universities
- Identify your career objectives and identify if they are congruent with your degree program
- Research potential job titles and income potential related to your major
- Learn required skills and consider opportunities to acquire/develop these skills
- Create career network profile; connect with at least 25 people in your network (LinkedIn)

Phase 2:

**Exploration /Connection: (Second Semester)**

Exploration/Connection introduces you to the importance of building and developing relationships with employers and colleges. This phase also allows you to connect with resources that are related to your academic and career choice.

- Familiarize yourself with online career and college resources
- Research potential employers in your field - attend career expos
- Research potential universities in your field - attend transfer expos/open houses
- Conduct informational interviews with alumni, staff, faculty, family, friends, and people in your designated career of choice
- Connect with 5-10 working professionals you know to learn about career paths of interest
- Explore internship/scholarship opportunities
- Draft a targeted résumé
- Identify 3 people who would be good references for you
- Expand your career list of LinkedIn networking contacts to 50 people
Phase 3:
Discovery: (Semester before Commencement)
Discovery allows you to “rehearse” your marketability skills. This phase occurs during the semester before commencement. You will be exposed to experiential learning opportunities and will also begin working on how to articulate your transferrable skills for both employment and college interviews.

- Develop a 30 second commercial
- Identify transferable skills from past experiences
- Develop a cover letter
- Update resumé
- Attend networking events and career seminars
- Identify a potential mentor in your field
- Utilize career closet for resources to better understand how to dress for the workplace
- Conduct mock interview(s)
- Apply for internships/colleges
- Apply for scholarships
- Join LinkedIn groups to network
- Expand your list of LinkedIn networking contacts to 75 people

Phase 4:
Implementation (Last Semester/Graduation)
Implementation occurs during your last semester at Harcum. During this phase you will develop a portfolio of work and academic exposure related to your career path.

- Complete all applications and discuss graduation responsibilities with program director
- Prepare answers to common interview questions - conduct mock interviews
- Create list of 10-15 employers and follow listed employers on social networks if applicable
- Practice 30 second personal introduction commercial
- Attend career fairs - join associations relevant to career and educational choice
- Gather at least 3 written or online references
- Create business cards and/update resumé
- Expand LinkedIn networking contacts to 125 people.