Core Competencies for Student Learning

Nevada Career Studio

8 Core Competencies

Self Knowledge
Experience
Occupations & Industries
Job Search
Networking
Application Materials
Interviewing
Professional & Life Skills

Self Knowledge

Students will analyze and articulate their interests, skills, values and strengths and relate them to educational and career plans.

Student Learning Outcomes:

- Explore personality, interests and values
- Identify strengths and skills
- Identify areas for growth and development
- Choose an academic major and courses that align with interests, strengths and career goals
- Articulate, communicate and market skills effectively
- Consider how to balance work roles with personal, community, family, leisure and learner roles
Experience

Students will engage in experiences to acquire technical and professional skills, develop as learners and leaders, clarify career goals and cultivate a professional network.

Student Learning Outcomes:

- Identify a range of options and opportunities for engagement, leadership and work
- Engage in clubs and organizations, student activities and community service
- Engage in part-time and summer jobs on and off campus
- Build leadership skills through work, activities, and other opportunities
- Apply to and engage in internships and jobs to gain experience in industries of interest
- Engage in experiences that broaden horizons, such as study abroad and service-learning
- Engage in academic experiences that intersect with career goals, including research, fellowships, presentations and conferences

Occupations & Industries

Students will use diverse sources of information, including first-hand experience, to research and compare occupations and industries in order to focus on a career path.

Student Learning Outcomes:

- Consider occupations and industries based on major choice, interests, skills and values
- Use accurate, current career information to research occupations and career paths
- Focus on an industry cluster that aligns with academic path and career goals
- Research hiring and promotion practices specific to a chosen industry
- Research which academic degrees, certifications, licenses are required for a chosen career path
- Job shadow professionals to gain insight into a chosen industry
- Integrate changing employment trends and local and global implications into career plans
Job Search

Students will set realistic goals and make strategic choices about where, when and how to conduct an effective job search.

Student Learning Outcomes:

- Identify common job search challenges and learn strategies to overcome them
- Identify typically effective versus ineffective job search methods and strategies
- Compare and evaluate different job search engines to determine the best resource
- Use online resources effectively to research, search for and apply to opportunities
- Develop a personal job search strategy and plan
- Articulate a brief persuasive pitch that summarizes strengths, experience, and desired outcome in a job search
- Track and manage resources, contacts, applications and deadlines throughout the job search

Networking

Students will invest time and attention in building professional networks and developing strategic connections with professionals working in industries of interest.

Student Learning Outcomes:

- Understand the role of networking in the job search and throughout a career
- Identify a personal network of professors, faculty members, advisers, peers, and alumni within the university
- Develop a professional online presence through strategic use of social media platforms
- Build relationships with individuals and groups in areas of professional interest
- Participate in professional and student organizations related to an industry of interest
- Conduct informational interviews with professionals
- Maintain a growing and active professional network
Application Materials

Students will learn how to represent their skills and experience in job application materials, optimizing their message for each individual position and employer.

Student Learning Outcomes:

- Understand the distinct purpose of each application document
- Articulate strengths, skills and achievements relevant to specific opportunities
- Develop a resume that showcases education, experience, and qualifications
- Write a cover letter that makes a concise and persuasive case
- Tailor application materials to specific jobs, employers and industries
- Incorporate keywords and highlight relevant skills and experiences in all application materials
- Request and compile professional references

Interviewing

Students will gain confidence exercising verbal and non-verbal interview techniques and learn how to select strategies appropriate to different types of interviews and various interview questions.

Student Learning Outcomes:

- Understand the employer’s point of view in an interview
- Learn and practice non-verbal interview skills, including eye contact and body language
- Learn and practice verbal interview skills, including pace, tone and word choice
- Identify key pillars supporting a case for getting hired
- Learn strategies and common pitfalls for different interview modes, including in-person, phone, video and group interviews
- Identify types of interview questions and select appropriate strategies for each one
- Follow up after an interview to express thanks and confirm interest in the position
- Learn strategies for negotiating salary and benefits in the application and offer process
**Professional & Life Skills**

*Students will develop interpersonal and professional skills that empower them to communicate and function successfully in the world of work.*

**Student Learning Outcomes:**

- Implement strategies for managing time, setting goals, solving problems and prioritizing work
- Adapt verbal and written communication for a professional context
- Develop presentation skills
- Develop personal and professional etiquette skills
- Manage online presence
- Understand the potentials and pitfalls of social media use in the world of work
- Develop an ability to work with diverse individuals at all institutional levels
- Learn about the world of work, including organizational structure and workplace resources
- Develop personal finance strategies to ease the transition from college to career
- Learn strategies for managing a successful and productive career throughout a lifetime