



Career Readiness Resources

Are You Career Ready? Final Checklist

The University of Texas Permian Basin
Career Services



ARE YOU CAREER READY?



CRITICAL THINKING

- Identify relevant information and analyze data.
- Restrain emotions during analysis.
- Collaborate to develop and test possible solutions.
- Adopt multiple perspectives and distinguish between fact and opinion.



LEADERSHIP

- Manage projects from beginning to end.
- Define and clarify roles, objectives, and processes.
- Coach others on performance improvement.
- Understand how to motivate others and delegate responsibilities.



COMMUNICATIONS

- Create and edit written reports.
- Adjust communications based on audience needs.
- Listen well and read body language.
- Articulate clearly and accurately when speaking and writing.



PROFESSIONALISM

- Work productively with others.
- Manage time and workload.
- Have a professional work image.
- Use social media responsibly.



TEAMWORK

- Effectively communicate to define common goals.
- Reach consensus on processes and solutions.
- Work together to identify and utilize the strengths of each member.



CAREER MANAGEMENT

- Identify areas of professional growth.
- Navigate and explore job options.
- Take necessary steps to pursue and advocate for opportunities in the workplace.



TECHNOLOGY

- Value continuous learning.
- Be responsive to a variety of training formats.
- Demonstrate the ability to adapt to new and emerging technologies.
- Use technology ethically and efficiently to solve problems and accomplish goals.



GLOBAL FLUENCY

- Value differences and implement strategies for inclusion.
- Interact effectively with people from diverse backgrounds.
- Understand one's own biases and use that awareness to work to eliminate them.

Freshman

- Career assessment
- Follow us on Instagram @utpb_careerservices
- Resume

Sophomore

- Resume review
- Interview preparation

Junior

- Career consultation
- Internship

Senior

- Networking
- Plan next steps