Career Readiness Resources

Are You Career Ready?
Final Checklist

The University of Texas Permian Basin
Career Services
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