University Career Services provides personalized and innovative career education to empower student success and transformation.

Our vision is for all UNC-Chapel Hill students to create lives of purpose and prosperity in alignment with their personal goals.

We serve all students and recent graduates* and offer

- individual career advising
- internship & employment search assistance
- workshops on job-seeking skills
- on-campus interviewing & employer connections
- online internship & job listings
- occupational & employer information

University Career Services at UNC collaborates with Professional Development staff at the Graduate School to help you prepare and succeed in the workplace. Our eight professional competences listed on the following pages overlap with the Graduate School’s professional development competencies.

*Students must be receiving a degree from UNC-Chapel Hill and may not be in the MBA, MAC, law, medical, or dental programs, which are served by separate career offices. Please see Amy Blackburn with any questions about our services.

Visit us @
careers.unc.edu/students/graduate-students

University Career Services
The competencies provide a guide for your professional development at each stage in your graduate career. These competencies are inclusive of masters and doctoral students across disciplines and applicable to a wide range of professional settings. At different stages in your graduate career, there are various actions you can engage in to develop each competency.*

### PROFESSIONAL DEVELOPMENT COMPETENCIES

*From The Graduate School*

The competencies provide a guide for your professional development at each stage in your graduate career. These competencies are inclusive of masters and doctoral students across disciplines and applicable to a wide range of professional settings. At different stages in your graduate career, there are various actions you can engage in to develop each competency.*

<table>
<thead>
<tr>
<th>Competencies*</th>
<th>Early Stage</th>
<th>Mid Stage</th>
<th>Late Stage</th>
</tr>
</thead>
</table>
| **Communication**  
interpersonal understanding  
mentoring | • Initiate mentoring relationships  
• Learn conventions of communication within your discipline  
• Formulate and present research plan | • Develop presentation and writing skills both technical and non-technical audiences  
• Communicate with mentors effectively  
• Present research at conferences  
• Publish research/scholarship | • Present research at national conferences  
• Publish research/scholarship  
• Maintain professional networks |
| **Academic Development**  
scholarship | • Connect coursework to research & scholarship  
• Explore resources to support academic development  
• Seek out teaching opportunities and attend TA orientation & workshops  
• Plan research projects & seek funding support  
• Mentor undergraduates | • Develop collaborative relationships to support research projects  
• Attend teaching workshops  
• Assess and modify research plans  
• Develop a teaching portfolio  
• Serve as manuscript reviewer for journals in your field  
• Mentor undergraduates | • Form dissertation writing groups  
• Synthesize teaching statement/portfolio  
• Finalize projects and submit approvals  
• Formulate 5-year research plan |
| **Leadership & Professionalism**  
Ethics  
planning  
leading teams  
problem-solving  
evaluation | • Attend Ethics trainings and seminars  
• Create an Individual Development Plan (IDP)  
• Seek leadership and service opportunities  
• Join professional organizations and build internal and external networks | • Take on leadership positions  
• Contribute to team-based projects  
• Troubleshoot issues and propose creative solutions  
• Manage project budget and personnel  
• Provide feedback to peers on presentations, manuscripts, & grants | • Serve as a role model for junior graduate students  
• Maintain professional networks  
• Plan for transition after graduate studies |
| **Career Development**  
Personal & professional organization  
flexibility | • Explore University Career Services resources  
• Complete self-assessments  
• Develop career goals  
• Create a CV | • Identify external opportunities, internships, work experiences aligned with career goals  
• Document research and teaching accomplishments *(IDP)*  
• Modify career goals if needed  
• Document research and teaching accomplishments on CV | • Finalize CV, cover letters, research and teaching statements  
• Apply for positions aligned with your career goals  
• Learn how to interview & negotiate offers |

*Adapted from UNC Graduate School’s Professional Development Guide*
# Career Readiness Competencies

From University Career Services

Rank yourself on a scale of “experienced” (5) to “requires substantial work” (1). Use the space to the right to list activities, experiences or opportunities in which you can get involved to improve your ranking. The UCS and Grad School Professional Development staff are great resources for ideas.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Rank</th>
<th>Notes</th>
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</thead>
<tbody>
<tr>
<td><strong>Professionalism &amp; Work Ethic</strong></td>
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<tr>
<td>Demonstrate integrity, resilience, accountability; take initiative, maintain effective work habits, produce high quality results, project a professional image</td>
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<td></td>
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<tr>
<td>Rank:</td>
<td></td>
<td>Notes:</td>
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<tr>
<td><strong>Creativity &amp; Problem Solving</strong></td>
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<tr>
<td>Ability to analyze issues, synthesize information, make decisions, think critically and strategically to develop original ideas and innovative solutions</td>
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<td></td>
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<tr>
<td>Rank:</td>
<td></td>
<td>Notes:</td>
</tr>
<tr>
<td><strong>Communication</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articulate thoughts, express ideas, interpret messages using oral, written, non-verbal communication, and listening skills; instruct, persuade, deliver information</td>
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<td></td>
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<tr>
<td>Rank:</td>
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<td>Notes:</td>
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<tr>
<td><strong>Teamwork &amp; Collaboration</strong></td>
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<tr>
<td>Build and maintain collaborative relationships to work effectively with others, shared responsibility, and respect both inside and outside of the organization</td>
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<td>Rank:</td>
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<td>Notes:</td>
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<tr>
<td><strong>Leadership</strong></td>
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<tr>
<td>Leverage strengths of others to achieve common goals, coach and develop others, able to assess and manage emotions, use empathy, motivate, organize, delegate work</td>
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<tr>
<td>Rank:</td>
<td></td>
<td>Notes:</td>
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<tr>
<td><strong>Global Perspective</strong></td>
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<tr>
<td>Value, respect, learn from diverse cultures, races, ages, genders, sexual orientations, religions; demonstrate inclusiveness, ability to interact respectfully and understand differences</td>
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<tr>
<td>Rank:</td>
<td></td>
<td>Notes:</td>
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<tr>
<td><strong>Technical Application</strong></td>
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<tr>
<td>Leverage existing technologies ethically and efficiently to solve problems, complete tasks, accomplish goals. Demonstrate effective adaptability to new and emerging technologies</td>
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<tr>
<td>Rank:</td>
<td></td>
<td>Notes:</td>
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<tr>
<td><strong>Career Management</strong></td>
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<tr>
<td>Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals, identify areas necessary for professional growth</td>
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<td></td>
</tr>
<tr>
<td>Rank:</td>
<td></td>
<td>Notes:</td>
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</tbody>
</table>
Fall 2017 Schedule

**See careers.unc.edu for full details and to register**

Learn and practice career readiness skills at these programs especially designed for Graduate and Professional Students

**CV and Cover Letters for Academic Careers**
- 9/14 3-4:30pm, Graduate Student Center

**Grad Student F1RSTS Networking**
- 9/20 3-5pm, Graduate Student Center
  *Refreshments provided. Please register by 9/18*

**CV and Cover Letters for Academic Careers**
- 9/27 3-4:30pm, Graduate Student Center

**Teaching Statements and Portfolios**
- 10/4 3-4:30pm, Graduate Student Center

**Using Linked In in Your Job Search**
- 10/5 3:30-5pm, Graduate Student Center

**Career Self-Assessment: Values and Skills**
- 10/10 2-3:30pm, Graduate Student Center

**Global Grads Networking**
- 10/11 3:30-5pm, Graduate Student Center

**CV/Cover Letter Careers Beyond the Tenure Track**
- 10/18 3-4:30pm, Graduate Student Center

**Academic Career Pathways Panels**
- 10/19 10:30am-3pm, check in at Carolina Union “Aquarium Lounge” (3rd Floor)
  *Co-hosted by the Graduate School, TIBBS, UCS, and student groups ARIC and FuSE. Lunch provided. Please register by 10/13*
  - 10:30am-12pm concurrent STEM and humanities/social science Faculty Panels
  - 12-1pm Lunch and Networking
  - 1-2:30pm Academic Administration Panel
  - 2:30-3pm Reception and Networking

**Learning to Network and Interview Successfully**
- 11/2 10am-1:30pm, Graduate Student Center
  *Co-hosted by the Graduate School, TIBBS, and UCS. Lunch provided. Please register by 10/30. **Please do not register if you cannot attend the entire program**

**Prepare for the Fair**
- 11/8 2:30-3:30pm, Hanes 239

**NC Master’s/PhD Fair**
- 11/14 12-4 pm, UNC Friday Center

**Policy Career Pathways Panel**
- 11/15 10am-12pm, location TBD
  *Co-hosted by the Graduate School, TIBBS, UCS, and student group, SPAG*

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**Online Resources**

**Focus2**
self-directed assessment and planning

**Career Insider by Vault**
career resource site

**Going Global**
international jobs and resources

**InterviewStream**
virtual interview practice

**The Versatile PhD**
career resource site

**myIDP ScienceCareers**
self-assessment and exploration tools for STEM disciplines

**Handshake**
online career portal for UNC students

**And coming in October...**

**ImaginePhD**
career exploration and planning tool for the humanities and social sciences

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