TUSCULUM COLLEGE
ESTABLISHED 1794

Tusculum College Career Services
Pioneer Certified Career Ready Professional Program
Requirements Checklist

Are you ready for your job search? A successful job search requires **preparation**. *Did you know that you could take several steps in advance of graduation to improve your chances of **getting a job** by the time you graduate? Although there are **no guarantees** that this program will ensure you a job by graduation, **you can greatly improve your chances** by **learning the key skills in a successful job search,** before you need them.*

Pioneer Certified Program Requirements:
Bring Student ID to all events to get credit for attendance

___ **REGISTRATION REQUIREMENT** (Mandatory)
- Register your student account on **College Central Network/Tusculum** and upload an *approved* resume**

___ **Career Assessment Requirement:** (Choose one)
1. Complete the **Tratify Career Assessment** *(previously entitled Compass or Woofound)* online and email results to careerservices@tusculum.edu
2. Complete one of these other career assessment tools:
   - StrengthsQuest, MBTI or Strong's Interest Inventory

___ **Resume Review Requirement:** (Choose one)
1. Schedule an individual appointment with a Career Services staff member*
2. Meet with a Pioneer Certified Career Advisor or Tutoring Center Tutor*
3. Attend a Resume Workshop

___ **Professional Conduct Requirement:** (Choose One)
1. Attend a Job Shadowing Professionalism Workshop
2. Complete requirements with a Pioneer Certified Career Advisor*
3. Complete requirements in an individual meeting with Career Services staff*

___ **Networking Requirement**: (Choose one)
1. Attend a Career Services Networking Workshop**
2. Attend the Job Shadowing Banquet or other *approved* Networking Event**
3. Attend one Etiquette Dinner
4. Attend two Career Fairs

___ **Active Interviewing Requirement**: (Choose one)
1. Attend one Career Fair
2. Complete a mock interview with Career Services staff*
3. Complete one *verifiable* interview with an employer for professional internship or job**

*As staff availability permits - (Staff may include trained volunteers)
**Approved by Career Services staff

File Date: 2/17/17