

Tusculum University 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**. You may upload an **approved** resume to CCN, if you want employers to view your resume.**

___ **Career Assessment Requirement:** (Choose one)

1. Complete the **Traitify Career Assessment** (*previously named Compass Woofound*) online and discuss the results with career services staff.
2. Complete one of these other career assessment tools and discuss results with career services staff:
 - StrengthsQuest, MBTI or Strong's Interest Inventory

___ **Resume Review Requirement:** (Choose one)

1. Schedule an individual appointment with a career services staff*
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 group professionalism orientation
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 Tusculum Career Readiness Event or other *approved* networking event**
2. Attend one etiquette dinner
3. Attend two career fairs

___ **Active Interviewing Requirement:** (Choose one)

1. Attend one career fair (*photo with career staff at career fairs other than Tusculum may be submitted*)
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*

***Approved by career services staff*

Revised Date: 8/22/18