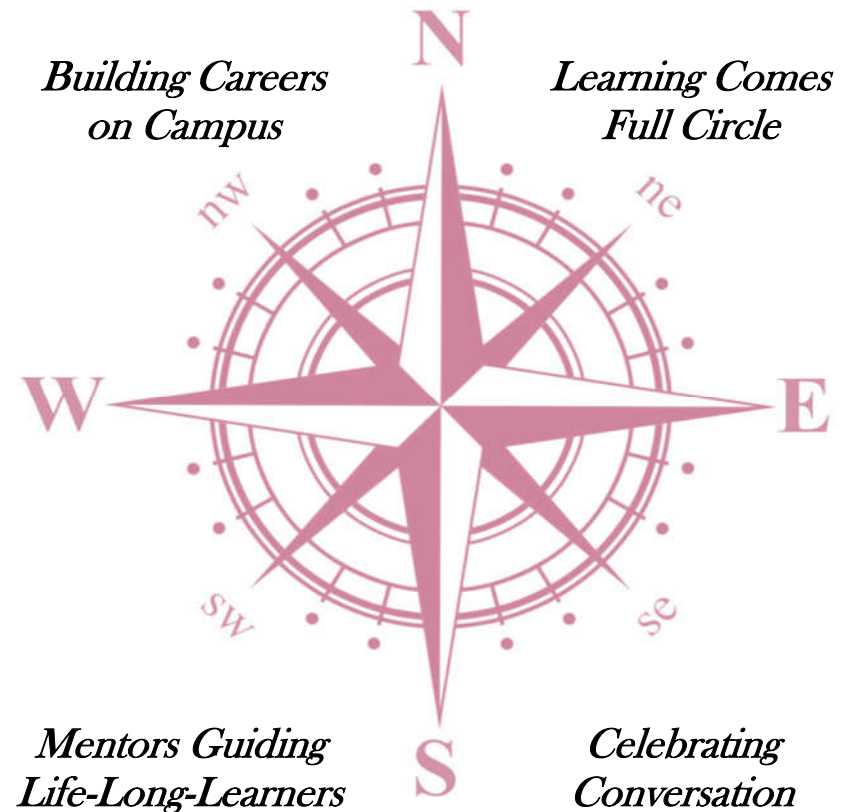


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What We Stand For



- * Our community is committed to helping students identify, and achieve their career goals.
- * We maintain that learning happens both inside, and outside the classroom.
- * We recognize the importance of self-reflection, and encourage students to think critically about their own skills.
- * Every student is valued and recognized for the work they do.

Objectives:

Identify learning outcomes and opportunities in employment

Orientation Questions:

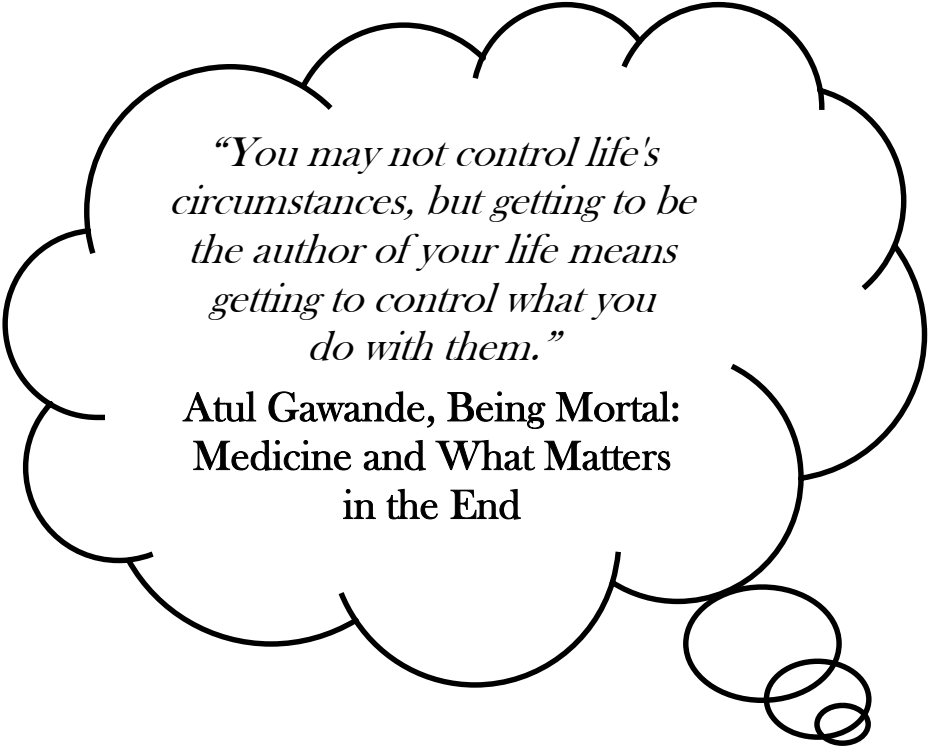
- What is a strength, skill, or experience you bring to this job that will contribute to your success here?
- What do you expect you will learn or improve while working this job?

Core Questions:

1. How are you balancing work with your life at Puget Sound (academics, involvement, social)?
2. How might learning in your classes apply here at work?
3. Give a couple of examples of things you've learned in your on-campus job that you'll use in your future?
4. What can your supervisor do to support your efforts to perform well and learn meaningful skills in this job?

Questions:

1. Think back to your personal goals from Conversation 1. What led you to value those goals in your personal life, and what steps are you currently taking to achieve them?
2. Identify potential challenges or concerns that could arise for you in your area of work.
3. What does “success” look like in this job?
4. What do you consider to be your greatest strengths?



“You may not control life's circumstances, but getting to be the author of your life means getting to control what you do with them.”

**Atul Gawande, Being Mortal:
Medicine and What Matters
in the End**

Questions:

1. Think about a moment in your life where you have felt uncomfortable or uncertain about the surrounding circumstances:
 - a. How did you respond in that moment?
 - b. What do you want to do the next time you encounter a new or uncomfortable situation?

Objectives:

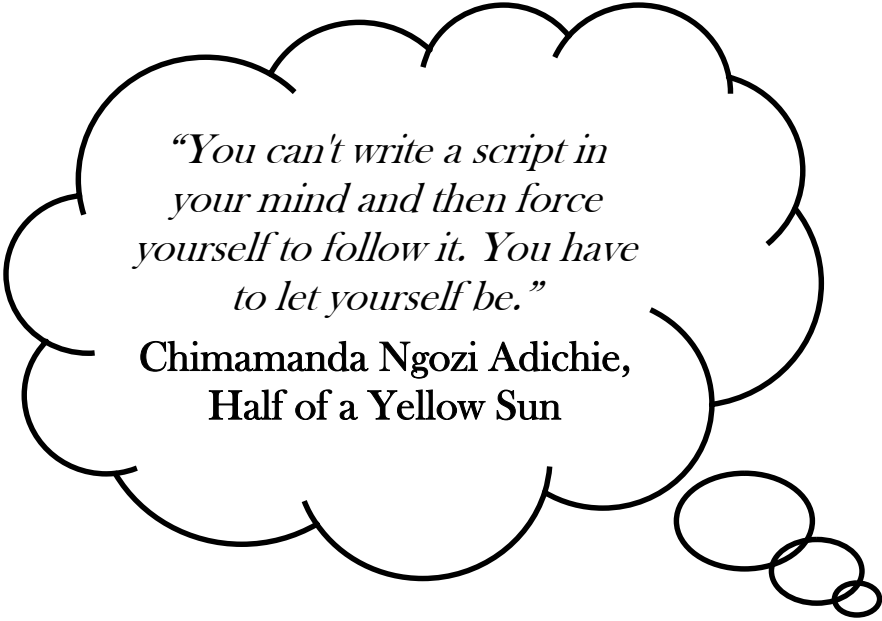
Identify how life at Puget Sound applies to your future career goals

Career Development Questions:

1. When you were growing up, what careers did you dream about? What careers intrigue or interest you now? Why?
2. With your supervisor's help as needed, arrange an Informational Interview with a professional in a field of interest. Information about the purpose of an Informational Interview, as well as guidance on arranging, preparing for, and conducting an Informational Interview is available at pugetsound.edu/CESinfointerview.

Core Questions:

1. How are you balancing work with your life at Puget Sound (academics, involvement, social)?
2. How might learning in your classes apply here at work?
3. Give a couple of examples of things you've learned in your on-campus job that you'll use in your future?
4. What can your supervisor do to support your efforts to perform well and learn meaningful skills in this job?



“You can't write a script in your mind and then force yourself to follow it. You have to let yourself be.”

**Chimamanda Ngozi Adichie,
Half of a Yellow Sun**

Questions:

1. How have your career goals been impacted by your work experience?

Objectives:

Identify areas of competence and growth

Discuss plans for employment next year

Assessment Questions:

1. Use the skill identification exercise on the following pages to identify areas of competence and enjoyment at work.
2. Pick 2 or 3 skill areas where you want to increase your level of competency.
3. What are your plans for the summer (or after graduation, if you're a senior) and in what ways will you incorporate your skill area(s) of strong competence?

Core Questions:

1. How are you balancing work with your life at Puget Sound (academics, involvement, social)?
2. How might learning in your classes apply here at work?
3. Give a couple of examples of things you've learned in your on-campus job that you'll use in your future?
4. What can your supervisor do to support your efforts to perform well and learn meaningful skills in this job?

Skills Identification

Think about your past and current academic, extracurricular, and employment experiences. Mark your level of competency for each of the listed skills.

	Skill	Competency		
		Low	Medium	High
Analytical	Investigate			
	Analyze			
	Evaluate			
	Research			
	Problem Solving			
	Identifying Needs			
	Observation			

	Skill	Competency		
		Low	Medium	High
Artistic	Decorate			
	Compose			
	Create Objects			
	Create Images			
	Invent			
	Perform			
	Event Production			

- What high competency skills do you already possess? Think back to how you developed those skills.
- What skills would you like to improve in this position?

Skills Identification

	Skill	Competency		
		Low	Medium	High
Communication	Explain Concepts			
	Facilitate Groups			
	Public Speaking			
	Influence			
	Writing			
	Collaborate			
	Translate			
	Edit			
	Advocate			

	Skill	Competency		
		Low	Medium	High
Creative	Conceptualize			
	Generate Ideas			
	Design			
	Visualize			
	Predict			
	Improvise			
	Development			

- What high competency skills do you already possess? Think back to how you developed those skills.
- What skills would you like to improve in this position?

Skills Identification

	Skill	Competency		
		Low	Medium	High
Data	Record Management			
	Compilation			
	Classification			
	System Design			
	Categorization			
	Database Management			

	Skill	Competency		
		Low	Medium	High
Leadership	Mediation			
	Instruction			
	Policy Creation			
	Decision Making			
	Negotiation			
	Delegation			
	Supervision			
	Motivation			

- What high competency skills do you already possess?
Think back to how you developed those skills.
- What skills would you like to improve in this position?

Skills Identification

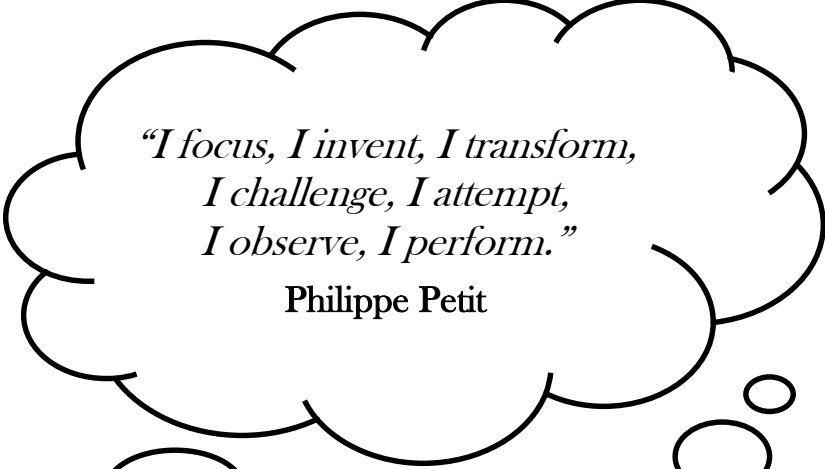
	Skill	Competency		
		Low	Medium	High
Organization	Prioritization			
	Scheduling			
	Project Coordination			
	Follow Through			
	Planning			

	Skill	Competency		
		Low	Medium	High
Quantitative	Budget Calculation			
	Data Analysis			
	Statistical Tests			
	Microsoft Excel			
	Data Comparison			

- What high competency skills do you already possess?
Think back to how you developed those skills.
- What skills would you like to improve in this position?

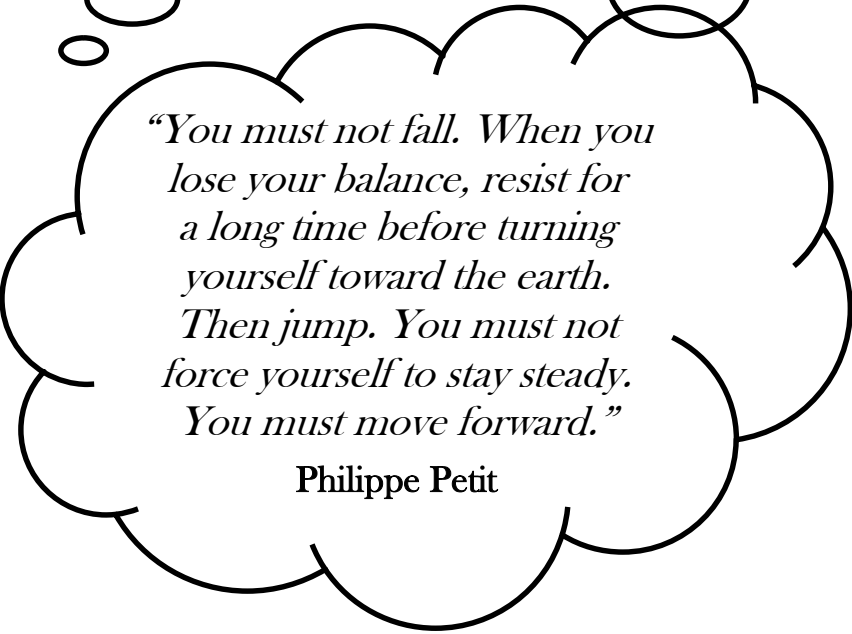
Questions:

1. How has your perspective on your individual competencies changed?
2. What is one skill area that you feel less confident about?
3. What steps could you take to become more comfortable with this particular skill?
4. Think of a situation where you feel most comfortable and confident in your area of work:
 - a. What skills are you using in that moment?
 - b. How could those skills transfer to your “goal career” setting?
5. From the skills identification page you completed, describe an instance where you utilized at least one of your competencies in the past month:
 - a. What worked well in that moment?
 - b. What didn't work?
 - c. What will you do in the future to further develop your strengths?



*"I focus, I invent, I transform,
I challenge, I attempt,
I observe, I perform."*

Philippe Petit



*"You must not fall. When you
lose your balance, resist for
a long time before turning
yourself toward the earth.
Then jump. You must not
force yourself to stay steady.
You must move forward."*

Philippe Petit

Questions:

Consider these two quotes from Philippe Petit (the man who talked on a tightrope between the twin towers in NY) and think back to a moment where you have felt "unbalanced" or challenged in your life:

1. What did you do to move forward after that moment?
2. How could you apply what you learned to this job or your future career goals?

Objectives:

Identify what has been accomplished, what has been learned, and what there is to be proud of

Recognition Questions:

1. What have you accomplished in this job this year and what are you proud of?

Core Questions:

1. How are you balancing work with your life at Puget Sound (academics, involvement, social)?
2. How might learning in your classes apply here at work?
3. Give a couple of examples of things you've learned in your on-campus job that you'll use in your future?
4. What can your supervisor do to support your efforts to perform well and learn meaningful skills in this job?

Questions:

1. Look back through the moments of achievement you wrote down over the course of the semester, and focus on one specific instance:
 - a. How did you feel in that moment?
 - b. What skills did you use to achieve that moment of achievement?
2. What additional resources, conversations etc. would you need in the future to feel more successful?

Resources

Resources available on the CES website:

(www.pugetsound.edu/cesresources)

- Research and Explore Career Options
- Job and Internship Search
- Job Search Strategies
- Informational Interview Guide
- Resume Guide
- Cover Letter Guide
- Interviewing Tips
- Networking Guide

Grow Your Network

Name: _____

Organization: _____

Phone: _____

Email: _____

Name: _____

Organization: _____

Phone: _____

Email: _____

Name: _____

Organization: _____

Phone: _____

Email: _____

Name: _____

Organization: _____

Phone: _____

Email: _____



Celebrate Your
Growth



Career and
Employment
Services

Located in Howarth 101, CES is open
Monday-Friday, 8:30 a.m. - 4:30 p.m.
Call for an appointment: 253.879.3161



Experiential
Learning

Find out more at:
pugetsound.edu/academics/experiential
ExpLearn@pugetsound.edu