



Career Readiness Resources

Career Readiness Mapping Journal

Courtesy of University of Tampa



THE UNIVERSITY OF TAMPA
SPARTAN READY

Career Mapping Journal

Name:

Email:

As you fill out this journal, you may not know what kind of career path you envision for yourself or what you hope to achieve outside of The University of Tampa, and that is fine! This journal is designed to serve as a reflection tool to help you explore who you are, what experiences and skills you bring to a job/organization, and how you can continue to grow and develop. Taking the time to reflect on who you are and set goals for yourself on how you want to continue to grow, can lead to more meaningful work and co-curricular experiences. Using this journal will help you answer questions about who you are as an aspiring professional and allow you to set goals for skills to continue to develop to reach your goals for life outside of UT. You can use this journal with your work study supervisor to determine projects and experiences you can have at work to help you develop new skills and continue to enhance skills you already possess. You can also use the information in this journal to help you determine potential careers you might enjoy and in which you can excel.

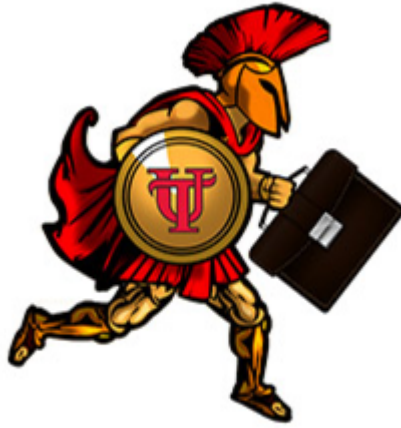
For additional support on career related topics, utilize the following resources:

- <http://www.ut.edu/spartanready/>
- <http://www.ut.edu/career/>
- <http://www.ut.edu/aep/exploration/>

You can also come by the Academic Success Center and meet with the Academic Program Specialist for more support.



THE UNIVERSITY OF TAMPA™
Academic Success Center



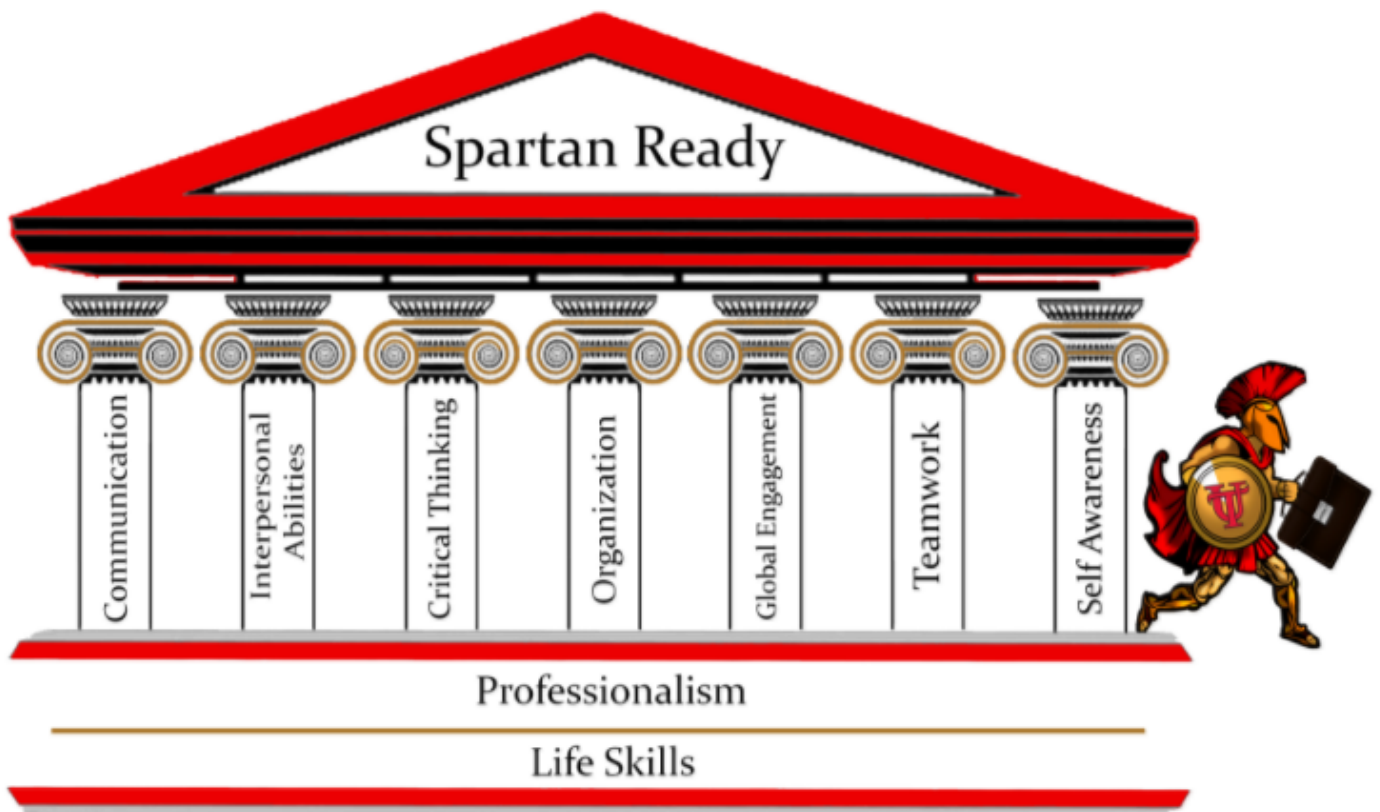
THE UNIVERSITY OF TAMPA
SPARTAN READY

What is Spartan Ready?

The University of Tampa is committed to preparing students to become successful individuals with an advanced understanding of their field of study, the interdisciplinary workplace, how to be effective leaders and engaged citizens who contribute to society.

Through co-curricular programs, students develop high demand competencies that are relevant for today's workforce. These make up the Pillars of Spartan Readiness which are supported by life skills education and training to be a professional.

Spartan Ready Pillars and Stairs:





The University of Tampa Division of Student Affairs
Spartan Ready Competencies*

	Competencies <i>(Definitions)</i>	Example of Skills
1	Communication <i>(The ability to effectively and efficiently convey and receive information.)</i>	Public speaking, presentation mastery (use of PowerPoint, Prezi, etc.), professional speaking with clear diction and language, writing professional correspondence, phone etiquette, customer service, active listening, understanding body language, identifying communication barriers, negotiation, sales, persuasion, providing effective direction, elevator speeches, etc.
2	Interpersonal Abilities <i>(The ability to develop personal insight in order to engage with others and create meaningful relationships.)</i>	Building a network, emotional intelligence, maintaining relationships, building trust, conflict resolution, dealing with difficult people, building working relationships, handling difficult conversations, the art of mingling, building a positive first impression, handling organizational politics, becoming more approachable, learning to approach others, positive 1 st impressions, etc.
3	Critical Thinking <i>(The ability to employ analyses, interpretation, and reason.)</i>	Analytical thinking, problem solving, goal setting, decision making, communicating meaning from data, understanding qualitative and quantitative data, strategic planning, reading comprehension, etc.
4	Organization <i>(The ability to effectively and efficiently manage and/or systematize resources, time, and individuals to accomplish goals and tasks.)</i>	Time management, project management, event planning, prioritizing, resource development, organizational budgeting, attention to detail, management, multi-tasking, coordination, scheduling, embracing change, dealing with the unexpected, etc.
5	Global Engagement <i>(The ability to understand, appreciate, respect, and learn from diverse peoples and their societies.)</i>	Awareness of otherness, multiculturalism, inclusion, community change, volunteerism, civic responsibility, global perspective, ability to consider local/regional/national/global impact, ability to discern one's own world view and that of others, etc.
6	Teamwork <i>(The ability to successfully build, lead, manage, motivate, and work with others.)</i>	Delegation, leadership, following, coaching, motivation, empowerment, understanding group dynamics, accountability, cooperation, brainstorming, debating, providing feedback, meeting facilitation, agenda creation, consensus building, conflict resolution, etc.
7	Self-Awareness <i>(The ability to demonstrate an understanding of how personality traits and characteristics contribute to personal and professional success.)</i>	Resilience, reliability, sense of humor, positive competitiveness, adaptability/flexibility, ethics, work ethic, self-confidence, enthusiasm, tenacity, innovation, creativity, motivation/initiative, independence, stress management, wellness, dealing with failure, learning from feedback, etc.
8	Professionalism <i>(The ability to articulate oneself as a polished professional while utilizing appropriate acumen for a career environment.)</i>	Personal branding, business etiquette, professional dress, resume writing, correspondence, references, interviewing techniques, social media presence, salary and benefits negotiation, transition from backpack to briefcase, career exploration and management, etc.
9	Life Skills <i>(The ability to effectively meet the challenges and expectations of leading a fulfilling life.)</i>	Planning your future, financial literacy, identity protection, building positive life habits, life balance, personal health and wellness, community engagement, good credit rating, managing debt, understanding insurance, life after college, etc.

*Based on research from the National Association of Colleges and Employers, the Collegiate Employment Research Institute, the American Association of Colleges and Universities, and on the Council for Advancement of Standards in Higher Education Learning Domains

Rank yourself on your Spartan Ready Competencies development using a scale from 5-1 where 5 means strong and 1 means weak in that particular competency. **Please reference the Competencies Definitions for more clarification on the skills and examples of*

Spartan Ready Skills Self-Assessment					
<i>Skills</i>	5	4	3	2	1
Communication					
Interpersonal Abilities					
Critical Thinking					
Organization					
Global Engagement					
Teamwork					
Self-Awareness					
Professionalism					
Life Skills					

Of the Spartan Ready Competencies listed above, what is your strength? How do you demonstrate this competency?

Of the Spartan Ready Competencies listed above, what is your greatest challenge? What steps can you take to develop this competency?

Semester/Year: _____

Class Standing: _____

Major: _____

Co-curricular Involvement:

Department: _____

Date: _____

Supervisor: _____

Position: _____

Basic job duties:

Spartan Ready Professional Development Goals & Action Steps:

1. Spartan Ready Competency to develop: _____

Action Steps to develop competency:

2. Spartan Ready Competency to develop: _____

Action Steps to develop competency:

List your top five StrengthsQuest Signature Themes:

- 1.
- 2.
- 3.
- 4.
- 5.

In the space below, share some task examples of how your strengths were utilized at work or in a co-curricular activity:

How can you leverage your strengths to help you develop your greatest challenge from the Spartan Ready competencies?

After completing this journal, use the information you have learned about yourself to answer the following questions:

Who are you?

What skills/strengths can you bring to a company/organization?

Why should a company/organization be interested in your skillset?

Once you have answered all of these questions, you can condense this information to create your elevator pitch (Visit Career Services website for more information). For help practicing your elevator pitch, visit the UT Center for Public Speaking (<https://www.ut.edu/speakingcenter/>).