**Professional Experience**

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At all stages of career development students should be thinking about gaining experiences to learn more about career options. Ideally, as students get closer to declaring their majors they have narrowed their career interests to one or two particular areas, but students who are still exploring will find gaining hands on experience a great way to learn what they like and what they don’t like while at the same time learning valuable professional and transferable skills.

**Career Readiness Skills**

We seek to support students in developing the key career readiness skills that will prepare them for the workforce. We use the National Association of College and Employers (NACE) definition of these key skills which employers identify are essential regardless of one's role or industry. Your role as advisor is to help student's learn about the importance and relevance of these skills, identify ways in which they have already demonstrated them in their experiences and course work to date and proactively identify opportunities to continue building in areas that are less familiar. Ideally, this is an activity you would revisit on an annual basis with a student.

[**Key Skills Reflection**](https://tbl500amory.sharepoint.com/:f:/s/SuccessProgramCurriculum/Ev7j936fQmFGg4_1BSklIrgBS5IeLltlllec8X3cVjqVdg?e=xDq764)

**Professional Experience**

Your role as advisor is to encourage students to begin gaining career relevant experience as early in their college experience as possible. Experience includes project based experiences, job shadows, work study, part time jobs and internships. Gaining experience relevant to what we think we want to do helps us test out and confirm interests, gain hands on experience to add to a resume and build the professional network needed to ultimately secure a full-time job.

Support in this area includes encouraging the student to plan ahead, identifying strategies to search for experiences that match their interests and supporting them with their job application materials.

We encourage students to connect with their career services offices to inquire about stipends and support to connect to internships and work study opportunities. Online searches and informational interviews for the job search are another common strategy.

For students in Massachusetts and New York, make sure to refer students to local job boards that highlight opportunities with employer partners. Our digital guide to getting hired is a resource that offers tips and resources to support with the job search and is relevant to students both in and post college.

[**Gaining experience section of Go Far Guide**](https://tbl500amory.sharepoint.com/:f:/s/SuccessProgramCurriculum/EsqOaYQs2j9Dizagao7d_xsBQfW7AFq-ys2sN9d3EOkUDg?e=BzEShb)

[**CHI Job Board**](https://bottomlinechi.weebly.com/)

[**MA Job Board**](https://bottomlinema.weebly.com/)

[**NY Job Board**](https://docs.google.com/document/d/1Fv0dq9povC0_7oHwh-QQjSM4jysFh3CjCrtPKXs1OJM/edit)

[**Guide to Getting Hired**](http://training.bottomline.org/jobsearch/#/)

[**Success on the Job**](https://tbl500amory.sharepoint.com/:f:/s/SuccessProgramCurriculum/ErWOZau2R1dOo_W-TRAuUicBwWlNNpC5hV_qIc8sHhhsfQ?e=UW1ddr)

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