

# FALL 2021

# CAREER NEWSLETTER



BROOKDALE COMMUNITY COLLEGE | Career, Leadership and Transfer Pathways



## BUILD YOUR CAREER READINESS PATHWAY:

### What is Your WHY?

Welcome both returning and new Brookdale students! The beginning of the semester is a great time to reflect and refocus your intentions. One of the most profound ways to begin this journey is to incorporate the word “why” into your thought process. Why are you attending Brookdale? Why did you choose one major over another? Why did you sit in the back instead of the front of class? Why are you looking to pursue xyz career? Such a simple word can uncover so much about our motivations and move us outside of our comfort zone. Will you discover your “why” and sense of purpose during your first semester? Most likely not, but the act of the ask will surely guide you to a better understanding of who you are, what you want and where you would like to go.

The Career, Leadership and Transfer Pathways office is here to assist you with your journey from your first to last semester.

To make an appointment please contact  
[career@brookdalecc.edu](mailto:career@brookdalecc.edu).

### CAREER READINESS

## Competencies for a Career-Ready Workforce

### What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

### Career Readiness Competencies

There are **eight career readiness competencies**, each of which can be demonstrated in a variety of ways.



Career &  
Self-Development



Leadership



Communication



Professionalism



Critical Thinking



Teamwork



Equity & Inclusion



Technology

## How ready are you?

# Know and Leverage Your Resources

Brookdale has many resources available for students! However, it is up to you to review these resources and know how and when to best utilize them. Click [here](#) to explore important first-year support services available to you.

If you are looking for an [internship in your major](#) or a part-time or full-time job opportunity, please sign up for our new career & internship database, [Handshake](#)! Handshake has more opportunities for students and recent grads than anywhere else.

Currently enrolled Brookdale students will be automatically added to Handshake in September 2021, but you can sign up before then by going to this [link](#) and selecting Brookdale Community College in the dropdown. You must use your Brookdale email to get started.



You can also add [Career, Leadership and Transfer Pathways](#) to your Canvas dashboard by clicking the image below. This is the best way to stay connected with our department and also offers a wide range of career development resources. You are even able to submit your resume for review or schedule a meeting with a Career Peer Mentor.



Not sure what to pursue as a program of study or Career? [Focus 2](#) is a great platform for you to



explore occupations, take assessments and review Brookdale degree programs.

Already submitting applications? [Big Interview](#) is fantastic tool to prepare for a virtual interview. You are able to respond to typical interview questions while recording so your responses can be played back and sent out for feedback.

When it comes to interviews preparation and practice are a must!



## FALL 2021 WORKSHOPS & EVENTS

All workshops will be held via Zoom unless otherwise noted. Please RSVP for each event using your Brookdale email.

**September 22 at 4:30PM** Career and Coffee Chat Meet a Career, Leadership and Transfer Pathways team member for an informal career chat & Q&A that will introduce you to the CLTP department and resources to help you with your career exploration and readiness. [RSVP HERE](#)

**September 28 at 11:45PM** What is Handshake? Join us for a hands-on workshop as we launch Brookdale's online internship and job database Handshake! Learn step by step how to use this new platform, set up your profile, upload your profile. [RSVP HERE](#)

**September 30 at 12:00pm** A virtual Learn at Lunch with YMCA of Greater Monmouth County Take your lunch break with CLTP and YMCA and explore the Monmouth County YMCA's vast opportunities in education as well non-profit career. Join us as we take a virtual tour and explore career insight and learn about open internship, job opportunities and resources that exist at the Monmouth County YMCA. Time for Q&A will be included. [RSVP HERE](#)

**September 30at 4:30PM** Communication Styles with United Teletech Financial During this virtual seminar, you will learn the importance of developing your communication abilities, how to effectively communicate with co-workers and managers and why employers view communication as an essential competency. You will also learn more about opportunities at United Teletech Financial. [RSVP HERE](#)

**October 1 at 10:00AM** Career and Coffee Chat Meet a Career, Leadership and Transfer Pathways team member for an informal career chat & Q&A that will introduce you to the CLTP department and resources to help you with your career exploration and readiness. [RSVP HERE](#)

[Important Term Dates](#)

[Events Calendar](#)

[Campus Clubs](#)

[Academic Advising](#)

[Bankier Library](#)

[Online Tutoring](#)

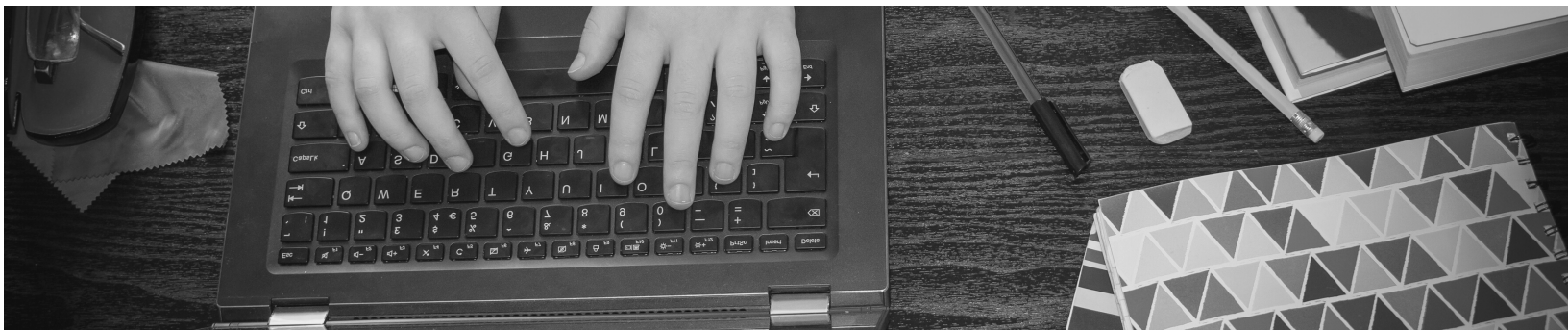
[WebAdvisor](#)

[Office 365](#)

[Your Career Readiness Checklist](#)







## Virtual Professionalism

Distance learning, or online education provides students the ability to learn in a flexible environment and exercise self-discipline.

Just like traditional classes, online learning also offers the opportunity to further develop your professionalism abilities.

### What is professionalism you ask?

According to the [National Association of Colleges and Employers \(NACE\)](#), professionalism is defined as the ability to "Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes."

Implementing all of these actions and behaviors will contribute to your success while in college and are also deemed essential by employers.

Online learning adds an additional frontier for one to practice and test their professionalism abilities.

A virtual environment can feel very unnatural at first, and we can easily lose our professional mentality when physically in a "non-professional" space.



In order to put your best digital foot forward this semester, it is important to replicate the same actions and behaviors that you would exhibit if you were on campus with in-person classes.

Below are some initial best practices to maintain a professional presence within a virtual setting.

### Get out of bed!

Rolling over and logging into your class seems like a good idea, but there are many negatives to this. For starters, you are not "setting the stage" for you to be engaged and mentally ready to participate. In fact, some students simply fall back asleep! Staying in bed is also sending unintended messages to your professors and fellow students. Be sure to build a representation or "[brand](#)" of yourself that positively reflects you as a student and eventual career professional. Creating a designated work area that you will report to everyday for class and studying is your first step.

### Know Your Tech

Be sure to review all of the functions of [Canvas](#) and [Zoom](#). Missing assignments or not knowing how to mute/unmute during a remote live class can be easily avoided if you are using these virtual tools effectively. Is your camera working? Is the [lighting](#) sufficient and flattering? Be sure to test things out prior to your class or meeting.

# TOP 10 EMERGING JOBS FOR 2022

Source: Ratcheva/Leopold, World Economic Forum, 9/17.

1. Data Analysts and Scientists
2. AI and Machine Learning Specialists
3. General and Operations Managers
4. Software and Applications Developers and Analysts
5. Sales and Marketing Professionals
6. Big Data Specialists
7. Digital Transformation Specialists
8. New Technology Specialists
9. Organizational Development Specialists
10. Information Technology Services

GET CONNECTED!

LinkedIn

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There are over 660 million users on LinkedIn from 200 countries...are you one of them?

[LinkedIn for Students](#)



## Communication

### Employers' #1 Desired Career Readiness Competency

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

#### Sample Behaviors

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.

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 Handshake

**Handshake**  
**is the #1 way**  
**college**  
**students**  
**find jobs**

Log in to complete your Handshake Profile!

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