



Pathway to Professionalism Checklists

Do you love a good checklist? Do you wonder how to develop career readiness skills while in college? IUB Luddy Career Services is here to help!

This worksheet is designed to guide you through the pathway to professionalism, focusing on areas such as professional identity, experience, networking, and skills development. By completing these checklist items, you can better prepare for success in your transition from student to professional life.



Professional Identity

Personal identity or personal branding refers to the process of defining and communicating your unique value proposition, expertise, and reputation to differentiate yourself from others in your field. Personal identity encompasses various elements such as your online presence, professional image, skills, and experiences.

Overall, personal identity empowers you to take ownership of your career, position yourself strategically in the marketplace, and achieve your professional goals. It is an essential aspect of career management and long-term success in today's interconnected world. This process fosters self-awareness of your competencies, allowing you to reflect on your working style and preferences. Moreover, your professional identity aids in assessing how your strengths and weaknesses align with particular roles, organizations, and industries.

Select three of the following to participate in to develop your Professional Identity

- Assessment:** Identify your professional strengths and weaknesses by taking an assessment. Our office recommends the CliftonStrengths assessment. On the Gallup website, you can either purchase the code for the assessment, or buy the book (which includes the code in the back cover). Alternatively, if you take the Y395 Career Development Course at IUB Luddy, you will take this Strengths assessment as part of the course at no cost to you.
- Headshot:** Get a professional looking headshot taken at one of IUB Luddy Career Services headshot events. Visit [Handshake](#) for specific dates and times.
- LinkedIn:** Build a complete LinkedIn professional profile to include photos, resume, and a brief but descriptive "about" section.
- Portfolio:** Consider whether developing a professional portfolio or website would strengthen your professional identity and initiate the creation process.
- Worksheet:** Complete the "Finding and Describing your Professional Why" worksheet to gain insight into the motivations behind your decisions and to tailor your materials accordingly.



Professional Experience

As a student, it is impactful to seek opportunities to apply academic learning in a professional environment. This strengthens your understanding of your field through practical experience. It also will ensure you graduate with marketable experiences that enhance your employability. After participating in a professional experience, remember to take time to reflect on lessons learned. Those lessons will be great talking points in future interviews.

Select two of the following activities to participate in to strengthen your Professional Experience

- Handshake:** Research and apply to internship opportunities. [Handshake](#) offers a plethora of opportunities.
- Presentation & Workshop:** Attend at least one career-related presentation or workshop. IUB Luddy Career Services offers opportunities to speak with employer partners, Luddy alums, or career professionals. Visit Handshake for opportunities. IU student organizations also may offer guest speaker presentations.
- Competition:** Participate in a case competition or hack-a-thon. Often opportunities are posted around campus, on IU organizational websites or social media.
- Conference:** Attend a professional conference.
- Volunteer:** Complete a volunteer experience in a career-related field.
- Research Activity:** Participate in a research activity relevant to your desired future career field.



Professional Networking

College is not only an opportunity to hone your technology skills, it also is a time to foster meaningful professional relationships by participating in networking events, career fairs, and industry gatherings; and to seek mentorship from experienced professionals to gain valuable insights and guidance.

Select three of the following to participate in to develop your Professional Networking

- Networking event:** Participate in at least one in-person networking event. Visit [Handshake](#) for a complete listing of upcoming IUB Luddy Career Services networking events.
- In-person Career Fair:** Attend one in-person career fair. Opportunities may be found in [Handshake](#).
- Virtual Career Fair:** Register and attend a virtual career fair. Opportunities may be found in [Handshake](#).
- Conferences:** Research student opportunities to attend professional career or industry conferences.
- Expand Network:** Expand your professional network by connecting with IUB Luddy Career Services and four other professionals on LinkedIn. The professionals you select should be career or industry professionals.
- LinkedIn:** Follow at least 10 companies on LinkedIn. Choose companies within your prospective industry.
- Alumni:** Reach out to one IUB Luddy alumni (via LinkedIn or the [Luddy Alumni Directory](#)) and request an informational interview.
- Club & Organization:** Join a career-related [student club or organization at IU](#).
- Mentoring Programs:** Explore [mentoring programs at IU](#).



Professional Skills

It is crucial to prioritize professional skill development as you prepare for your future career. By becoming aware of the 8 NACE Competencies, which are derived from a yearly Job Outlook survey, students can gain insight into the qualities that employers value most in employees. These competencies include critical thinking, communication, teamwork, technology, leadership, professionalism, career & self-development, and equity & inclusion.

To enhance your communication skills, we encourage you to participate in career-related and professional activities. Additionally, staying informed about industry trends and developments is essential for remaining competitive in the job market. By keeping abreast of changes in your desired career field, you can adapt your skills and knowledge to meet the evolving needs of employers and stand out among your peers.

Select three activities to enhance your Professional Skills

- ❑ **Self-Assessment:** Take the IUB Luddy NACE Competencies Self-Assessment found here: <https://luddy.indiana.edu/doc/career-services/NACE-Competency-Self-Assessment.pdf>
- ❑ **Resume Review:** Schedule a resume review with a Luddy Career Advisor or join the IUB Luddy Career Services Resume Review Skill Build. See [Handshake](#) for event date and time of the Skill Build or to schedule an individual resume review with a Luddy Career Advisor.
- ❑ **Elevator Pitch:** Create your elevator pitch (professional introduction) and practice it in at least one setting. To join the IUB Luddy Career Services Elevator Pitch Skill Build session or schedule an elevator pitch session with a Luddy Career Advisor, visit [Handshake!](#)
- ❑ **Mock Interview:** Participate in a mock interview. To join the IUB Luddy Career Services Mock Interview Skill Build session, visit [Handshake](#) and register!
- ❑ **LinkedIn Learning:** Boost your knowledge, abilities, and skills by engaging in [LinkedIn Learning](#) which is provided free by Indiana University to all current students.
- ❑ **Leadership:** Accept a leadership role in an organization or team.

This resource was developed, in part, utilizing information from Career Development Professionals of Indiana, INC. (CDPI)

Work with Career Services to find your career.

Whether you're a freshman looking to explore career paths or a senior on the job hunt, our team has the resources and expertise to assist as you enter the workforce.

Visit [Handshake](#) to set up an advising appointment or to register for one of our events. Our office is open 9am – 4pm Monday through Friday.

Contact Us

WEB luddy.indiana.edu/career-services

PHONE 812-856-4903

EMAIL luddycareers@indiana.edu



LUDDY SCHOOL OF INFORMATICS, COMPUTING, AND ENGINEERING
CAREER SERVICES