

Full Name:

Tech Email:

T#:

# GOLD

**ELEVATE your future. Earn your Gold!**

Applications and all documentation need to be completed in Spring semester 2026 and turned in by **April 24, 2026, at 8 a.m.** Applications will not be accepted after the deadline.

Submit applications at:  
<https://tf.tntech.edu/view.php?id=1810999>,  
email [career@tntech.edu](mailto:career@tntech.edu) or by dropping off  
at Roaden University Center, 328.



Center for Career Development  
TENNESSEE TECH



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## **PART 1 - SELF EXPLORATION**

**COMPLETE BOTH ASSIGNMENTS IN PART ONE:**

Complete TypeFocus self-assessment at [www.tntech.edu/career/students/assessment.php](http://www.tntech.edu/career/students/assessment.php)

Complete the Career Plan Builder on ElevateTrak.com

**! Be sure to review each assignment in detail in the Assignments sections of your iLEARN class**

## **PART 2 - SKILL BUILDING**

**COMPLETE BOTH ASSIGNMENTS IN PART TWO:**

1. Watch "Intro to Applying Career Competencies" on ElevateTrak.com. Complete the Knowledge Test and upload the certificate of achievement to the documents section of your Handshake account under "other documents."

2. Career Engagement Activity. Complete one.

### **Option 1**

Join a Campus Club or Community Organization\*

Examples: Affinity Club, Professional Organization, Greek Organization, Student Government

Organization Name: \_\_\_\_\_

### **Option 2**

Complete a 750-word academic paper on an occupation of interest that cites at least two sources.

[www.bls.gov](http://www.bls.gov) [www.careeronestop.org](http://www.careeronestop.org) [www.tn.gov/workforce.html](http://www.tn.gov/workforce.html)

### **Option 3**

Attend one of the following CO-OP/Internship Meet-ups:

January 27  
11 – 11:45 a.m.

RUC 3rd Floor, Room 371

February 3  
11 – 11:45 a.m.

RUC 2nd Floor, Room 371

March 3  
11 – 11:45 a.m.

RUC 2nd Floor, Room 371

April 23  
11 – 11:45 a.m.

RUC 3rd Floor, Room 371



\*See on-campus organizations at Eagle Engage at <https://www.tntech.edu/engagement/orgs/organizations.php>

# PART 3 - INTRODUCTION TO JOB SEARCH

COMPLETE ALL ASSIGNMENTS IN PART THREE:

## Building Your Handshake Profile

Be sure to complete sections on Major, Summary, (2) Courses and (2) Current Skills.

Be sure to mark your profile “public” to receive credit for this assignment.

## Resume Design and Upload

Watch the Resume Writing Tutorial Parts 1 and 2 on ElevateTrak.com (*in class or as a homework assignment*). Construct your employer-ready resume from the tutorial and upload it to your Handshake account under “other documents.”

## Interviewing Skills and Introduction to STAR-L

Watch the (12:35) Interview Preparation – An Introduction to STAR-L on ElevateTrak.com (*in class or as a homework assignment*). Take the Knowledge Test and download the certification of completion to your Handshake account under “other” documents.

As part of this assignment go to the STAR-L Worksheet module on ElevateTrak.com and complete STAR-L answers for the interview question: “Tell us how you came to choose Tennessee Tech as your college of choice? Please walk us through your decision-making process.”

(Save your answers and download PDF to your Handshake account under “other documents”).

! Be sure to review each assignment in detail in the Assignments sections of your iLEARN class

# 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.

[naceweb.org/career-readiness-competencies](http://naceweb.org/career-readiness-competencies)



### CAREER & SELF DEVELOPMENT

Proactively develop oneself and one’s career through continual personal and professional learning, awareness of one’s strengths and weaknesses, navigation of career opportunities and networking to build relationships within and without one’s organization.



### CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



### LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.



### TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



### COMMUNICATION

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



### PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits and act in the interest of the larger community and workplace.



### TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks and accomplish goals.