The Career Compass
Building Career-Ready Professionals for the Real World of Work.

College-to-Career Readiness Checklist

Don't Wait Until Final Year to Start Becoming Job-Ready

Who is this for? College students, graduates and postgraduates

Purpose: Identify capabilities, experience and habits needed before entering work.

Career Direction

☐ I can explain the type of roles I am targeting.

☐ I understand relevant industries.

☐ I know what employers typically expect.

☐ I have identified skills I need to strengthen.

Skills

☐ I communicate clearly in professional situations.

☐ I present ideas in a structured way.

☐ I work effectively with others.

☐ I analyse problems and suggest practical solutions.

☐ I use relevant digital tools.

☐ I can learn independently.

Experience

☐ I have completed or pursued an internship/project.

☐ I can explain my actual contribution.

☐ I have participated in practical activities beyond class.

☐ I can demonstrate examples of applying my knowledge.

The Career Compass
Building Career-Ready Professionals for the Real World of Work.

Professional Readiness

☐ I understand workplace etiquette.

☐ I can write a professional email/message.

☐ I can participate in a professional meeting.

☐ I understand reliability, punctuality and ownership.

☐ I am comfortable receiving feedback.

Job Readiness

☐ My resume reflects my real skills and experience.

☐ My LinkedIn profile is professional.

☐ I have practised interviews.

☐ I can explain my strengths without exaggerating.

☐ I have a realistic job-search plan.

My Next 3 Actions

1. _____

2. _____

3. _____

Career Compass reminder: A compass provides direction. It does not walk the journey for you.