Taking Charge of Your Education & Career Resource Guide
Student Development Center

“You can get everything you hope for—and more—if you take personal responsibility for the design and construction of your education. The key is to be your own ‘general contractor’, the one who puts all of the pieces of a higher education together according to a careful personal plan.”

~Major Decisions, H.J. Eyring, 2010

1. Carve Out the Path of a T-Shaped Professional

You are probably aware that the unemployment in the United States is 7.9% (Jan 2013) and that you will need more than good grades in college to stay marketable and succeed in your chosen profession. The irony is that even with millions unemployed, those who hire are often still unable to find the kind of talent they want and need in college graduates (2012-13 Recruiting Trends, MSU). The good news is that you have the opportunity to fill this gap for an employer.

So what is it that employers need and cannot seem to find enough of? Research shows that employers are seeking professionals who possess the abilities described below.

Developing these abilities is an important key to becoming and staying marketable in today’s world.

What Do Employers Want?

**Industry-Specific Competencies:** Ability to apply industry-specific knowledge & skills successfully and to make valuable contributions in multiple fields.

**Personal Marketing Skills:** Ability to successfully articulate your value and intended contributions to potential employers via résumé, cover letter, interviewing, networking, online identity, etc.

**Transferable Skills:** Ability to demonstrate transferable skills needed to succeed in any setting

What Is A T-Shaped Professional?

“The term used to describe this type of professional that employers are looking for today is: T-shaped professional. They are the most sought-after workers in today’s extremely competitive world. . . . [I]t is no longer enough to be a one-trick pony: to have a specific expertise which you apply in a specific setting. Rather, the most sought-after workers have a deep knowledge of their discipline, but then also possess a strong understanding of the system as a whole including the people, the technology and the shared information.

In the image of the right, “[t]he vertical stem of the T is the foundation: an in-depth specialized knowledge in one or two fields. The horizontal crossbar refers to the complementary skills of communication (including negotiation), creativity, the ability to apply knowledge across disciplines, empathy (including the ability to see from other perspectives), and an understanding of fields outside your area of expertise.”

(http://www.psychologytoday.com/blog/career-transitions/201204/career-success-starts-t)
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When choosing your career direction, major, and classes we strongly encourage you to select options that will enable you to: (1) acquire expertise in more than one industry, (2) guide you through your career exploration and teach you how to market yourself successfully, and (3) develop the 12 Essential Skills that are most sought after in today’s professionals (see chart and link below). Doing so will increase your chances of being professionally successful and be a blessing to your family and community even in a struggling economy.

12 Essentials Transferable Skills Employers Seek
Dr. Phil Gardner, Michigan State University

1. Working in a Diverse Environment
2. Managing Time & Priorities
3. Contributing to a Team
4. Navigating Across Boundaries
5. Acquiring Knowledge
6. Thinking Critically
7. Performing with Integrity
8. Developing Professional Competencies
9. Communicating Effectively
10. Solving Problems
11. Balancing Work & Life
12. Embracing Change

Click here for definitions and tips for developing these 12 skills

2. Maximize Your Time & Resources during Your Time at LDSBC

Select the following academic, career, and employment resources that will provide experiences for becoming a T-shaped professional.

Career Discovery & Design Resources

☐ Enroll in LE 125: Career Exploration & Development
  o Discover & assess your strengths while completing, discussing, and pondering your learning style, intelligence type, personality, and career assessments
  o Learn how to conduct industry and company research
  o Conduct job shadows and informational interviews
  o Learn how to become and stay marketable in a changing economy
  o Learn how to create powerful job application materials (résumé, cover letter, etc.)
  o Learn how to dress professionally and interview successfully
  o Learn how to network and create a professional online identity

☐ Read ‘Major Decisions’ by Henry J. Eyring (text used in LE 125; also available at BC library, bookstore, or online)

☐ Explore Your Learning Style(s), Intelligence Type(s), Strengths, and Career Aptitudes/Interests
To learn more about your learning styles, intelligence types, personality, and/or potential career interests, take one or more of the following personality, learning style, and/or career assessments:
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Self-Discovery Tools
- Patriarchal Blessing and/or Priesthood Blessing
  - If you are LDS, receive, read, fast, ponder, and pray about spiritual gifts, life direction, and/or family &
  career-related council give to you in your patriarchal blessing
- Dunn & Dunn’s Learning Style Model
  - Click here for access and instructions
- TypeFocus
  - Click here for access instructions
- Multiple Intelligences Test (based on Howard Gardner’s MI Model)
  - Click here for access and instructions
- StrengthsFinder
  - Click here for access and instructions
- ACT Profile (Available May 2013 Only)
  - Click here for access and instructions to the pilot version

Career Research Tools
Learning to utilize the following career and industry databases, found on the LDSBC Library website, can give you
some major advantages in discovering and designing your career path and also in setting yourself apart in the
workplace. Reports from many of these databases would cost hundreds of dollars per report. But they are available
to LDS BC students at no cost (if accessed from campus).

Onetonline.org & bls.gov (both govt websites)
Mint Global
IBIS World
Vault.com (coming soon)
Hoover’s
Privco

Click here to view a list of career, industry, and company research databases and the features they offer.
Click here to access the databases and tutorials on how to use them.
Click here for a schedule of when free career research seminars are offered by the LDSBC Library

Note 1: A ‘Career Resources' tutorial, which offers a brief overview of all the databases, is embedded in the bottom center of the page.
Note 2: In-depth tutorials on the individual databases are found on the left-hand side bar.

Academic & Career Advising Resources
- Click here to review a list of LDSBC’s degree and certificate and requirements
  - Click here and scroll to the bottom of the page for a list of the course requirements for all Certificates
  and AAS Degrees
- Click here to obtain and complete the ‘Career Discovery & Design’ form (available on or before May 17, 2013).
  - Once this form is completed, meet with a STEP advisor to ask questions and discuss your career plans
- Meet with one or more program directors on campus to learn more about your programs of interest
- Decide on a career path and an LDSBC career degree or certificate that will help you get there
- Decide on a career path and an LDSBC degree or certificate that will help you get there. Then go to the
  Registrar’s office on the 2nd floor to declare or change your major.
- Meet with a STEP advisor for help with maximizing your time and resources at LDSBC
- Meet with a STEP advisor for help with planning your LDSBC school schedule

Employment Resources
- Click here to explore resources for finding a job or internship
- Call 801-524-1925 to schedule time with a representative from LDSBC’s Employment Center (on the 4th floor)
  for extended help with finding a job or internship

Student Development Center (9th Floor) ■ 801.524.8151 ■ studentdevelopment@ldsbc.edu ■ www.ldsbc.edu/step