

The Student Intern Career Management Knowledge (CMQ) Score Card

***Assessing and Helping a Student Intern
Improve Their Career Planning and
Management Knowledge***

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Your CMQ Score Card

We ask you to review your answers to the following sixty statements on your *Career Management Survey Score Report* that was e-mailed to you. You answered each statement by marking:

- *a strong need to know the subject*
- *a moderate need to know the subject*
- *no need to know the subject*
- *an expert (know subject)*

Once you have your e-mail CMS score report in hand, go to the statements in this booklet on pages two through eight and check off where you recorded a *no need to know or expert answer*. Add up the number you checked off and see if you had 45 or more which puts you at a 75% or higher knowledge level or CMQ score. We want you to be at a 75% knowledge level or higher.

The next step is to improve your knowledge level so we would like you to review each statement in this booklet where you had a strong or moderate need to know about the subject. Click on statement from e-mail score report and read the information or take the assessment and discuss the topic or results with your supervisor and then put a check mark by that statement.

If you want to discuss other topic statements where you marked expert or no need to know, please feel free to discuss them with your supervisor. The goal is for you to be familiar with all 60 statements on the *Career Management Competency Survey*.

Please feel free to review two pdf books that can help improve your knowledge level on using the Career Management Model and graduating from college with a job. They are

- *The High School, College and Post College Plans*
- *The Five Goal College Plan*

(Review your E-mail Score report and check off statements where you are an expert or have no need to know. Discuss the Topics where you have a need to know with supervisor)

Module 1: Career/Position Transitioning-

- 1) I need to know why it is important to chart and manage my career journey until retirement.**
- 2) I need to know the five career growth stages of an individuals career journey and identify the growth stage that I am in today.**
- 3) I need to know about the Route 56 Career Management Model that can help me plan and manage my career from where I am today until I retire.**
- 4) I need to know key strategies that can help me manage a successful career journey.**
- 5) I need to know the major challenge I must meet to have a successful career journey.**
- 6) I need to assess if I am satisfied with my present college/university situation and make adjustments.**
- 7) I need to know the challenges that students must meet to be successful in college and graduate professional school.**
- 8) I need to know the challenges that employees must meet to be successful in their present position and organization.**
- 9) I need to know the challenges employees 55 and over must meet to stay employed until they decide to retire.**
- 10) I need to know how to manage being released from my job. (Due to acquisitions, downsizing, financial reasons, mergers, restructuring or rightsizing etc.).**

Module 2: Career/Position Selection

11) I need to know more about charting a career path and the world of work: career fields (industries) and career positions (functional areas). Also check out o'net online for information

12) I need to know the differences between the various work sectors.

13) I need to know the college majors offered and the career fields and career positions that relate to these programs.

14) I need to know more about the franchise world and starting my own business.

15) I need to know where the future jobs are going to be.

16) I need to know my ultimate career aspiration at this time and why?

17) I need to know my academic strengths and weaknesses which will help me with educational and career planning.

18) I need to know my interests and preference to perform certain work tasks.

**19) I need to know my personal and work values.
(What is important to me?).**

20) I need to know the work rewards I want in my present or next position.

21) I need to know my skills, what I can do well.

22) I need to know my personality and how specific traits relate to playing leadership roles and being successful at work.

23) I need to know more about myself as an entrepreneur.

24) I need to know more about myself as a consultant.

25) I need to know myself and target a career field and a position that fits me now.

Module 3: Career/Position Preparation

26) I need to know how to conduct research and informational interviews to learn the qualifications needed to be hired in ones targeted career field and positions.

27) I need to know the educational programs in high school that will best prepare family members for college, a scholarship and a career.

28) I need to know how to assess myself as a self manager, identify where I need to improve and execute a growth plan.

29) I need to know how to select and enroll in the educational institutions that will best prepare me for my present career field/position or a new position and career field. (trade school, community college, four year college or university or graduate or professional school.

30) I need to know how to obtain money (scholarships, grants, loans and work) to attend college, graduate/ professional school.

31) I need to know why 70% of students attending a community college do not graduate in three years and why 50% of students attending a four year college do not graduate in five years so a college graduation plan can be developed and achieved.(read the book The Five Goal College Plan)

32) I need to know how to obtain internships, entry level and time line jobs that can provide *On the Job Training and Familiarization* so I can move into a new career/position.

33) I need to know how to work with faculty, academic advisers, and administrators on a college campus to prepare me for my present position or put me on a new career path. (a degree or certification program).

34) I need to know how to become a career manager and help clients, students, family members, and direct reports (if in management) become a career manager.

35) I need to know where I need to grow in my present position and how. (in-house and professional workshops and programs and using mentors).

Module 4: Career/Position Placement

(Review the *Five Goal College Plan* book which discusses finding employment after college.)

36) I need to know how to execute *Phase One* of the *Job Acquisition Process*, targeting my next position and developing marketing materials (resumes, marketing letters, job search card, etc.) that will brand me properly so I can obtain interviews and job offers.

37) I need to know how to execute *Phase Two* of the *Job Acquisition Process*, implementing the *Five Step Interview Acquisition Plan*.

38) I need to know how to execute *Phase Three* of the *Job Acquisition Process* sharpening my exploratory, telephone and face to face (high stress) interviewing skills to obtain offers.

39) I need to know how to execute *Phase Four* of the *Job Acquisition Process*, negotiating a job offer without losing it.

40) I need to know how to execute *Phase Five* of the *Job Acquisition Process*, making a positive start in a new position either in my present company or another company/organization. (Positive start means building rapport and being accepted by the people who work with and for you - there is no one as smart as all of us)

Module 5: Career/Position Advancement

41) I need to know how to work with my boss to be the best in my position, take on more responsibility and advance my career.

42) I need to know how the professionals define leadership and management.

43) I need to know my competency level to perform specific tasks as a unit leader and manager and then work with my boss and have the opportunity to work with a Specialist Mentor to improve in the identified task areas.

44) I need to know the attributes of a successful CEO or President.

45) I need to know about a leadership development and performance management model that will transform all team members into champion performers and the unit into a championship organization. (A model that can advance units, careers and the total organization).

46) I need to know a *One-On-One Performance Facilitation and Helping Communication Model* that can improve my helping communication with customers, colleagues, direct reports, and friends and family members.

47) I need to know how to measure and raise my emotional intelligence (personal and social competence); a key factor in being a charismatic leader and getting people to follow and work with me.

48) I need to know what derails unit leaders in organizations and what professionals say are the key factors to advancement.

49) I need to know how to assess myself as a performance facilitator and become one in my organization so I can help advance the careers of those I work with every day as well as my own career.

50) I need to know what our unit can do to become *Best in Our Field* and how we can wave our flag to be perceived as *Best in Our Field*

51) I need to know my work culture (race, gender, age of team members and boss) and the group dynamics of my unit/department and take a *Human Relations Survey* and learn what I can do to improve my relationship with everyone in the department or unit.

52) I need to know and execute the TEAM Program, a process that promotes engagement, the identification of each team member's strengths and asks each team member to use their strengths to meet individual champion and unit championship objectives.

53) I need to know and execute a strategic leadership development system that will help our team members develop the objectives of the unit/organization and identify the leadership behaviors necessary to meet the objectives.

54) I need to know how to conduct an effective group/team unit meeting what people share openly and the agenda is covered in a set time limit with goals being met.

55) I need to know how to become a *Career Pathing Mentor* and setup a mentoring program to help clients, family members, and direct reports use their potential to become a top performer and chart and manage a successful career journey.

Module 6: Career/Position Fulfillment

56) I need to know how to create and execute a career management model that will help me enter the right career field and find positions in organizations that will give me fulfillment, satisfaction and happiness in my work.

57) I need to know how to assess whether my basic needs are being met so I can make adjustments and become a top performer.

58) I need to assess my present career situation and make appropriate adjustments.

59) I need to know how to identify my personal and work values and what I want from work so I can strive to honor my values and obtain what I want from work.

60) I need to know how to measure and raise my functioning level as a *Helping Communicator* so I am more skilled at helping those I interact with at work, home, and in my community. They say fulfillment comes with helping others in a meaningful way.

