

Students can access the lessons through the Self-Enrollment links at nau.edu/CareerSteps

For implementation support, please contact Career@nau.edu

For technology support, please contact 523-9294 (students) or 523-1511 (faculty and staff)

Job Search Support *Designed to support students through the application process*

1. [PREVIEW ONLY Explore Through Experience: Building Transferable Skills](#)
 - Recognize transferable skills and how they can be developed and used across fields and industries.
 - Reflect on experience through the lens of transferable skills.
2. [PREVIEW ONLY Developing Application Materials: Crafting Your Resume Content](#)
 - Contextualize the value of crafting high impact and professionally formatted application materials within the competitive job market.
 - Craft resume/CV bullet points using strong verbs, quantifiable actions, and results contextualized within specific situations.
3. [PREVIEW ONLY Developing Application Materials: Writing a Cover Letter](#)
 - Craft a tailored and formatted cover letter that links previous experience to elements of a position description.
4. [PREVIEW ONLY Interview Skills: Understanding and Responding to Behavioral Interview Questions](#)
 - Describe why behavioral interview questions are asked in interviews
5. [PREVIEW ONLY The Hiring Process: Completing New Hire Paperwork](#)
 - Gain familiarity with common hiring paperwork and the personal documents and information required for completing it

Workplace 101 *Highly encouraged introductory lessons that support students in the workplace*

1. [PREVIEW ONLY Knowing Yourself and Others: Starting With Your Strengths](#)
 - Identify personal strengths and describe how strengths have demonstrated themselves through life experiences
 - Recognize how diversity of strengths in others contributes to strong groups and teams
2. [PREVIEW ONLY Knowing Yourself and Others: Reflecting On Your Values](#)
 - Distinguish between personal and organizational core values
 - Describe how your core values have demonstrated themselves through your life experience
 - Recognize the importance of aligning your personal core values with organizational values
3. [PREVIEW ONLY Professional Skills: Communicating in the Workplace](#)
 - Identify and apply context-appropriate professional communication in verbal, non-verbal, and written formats
4. [PREVIEW ONLY Thriving in the Workplace: Building and Maintaining Workplace Relationships](#)
 - Identify strategies for contributing to the strength of an organization by building healthy and effective work relationships despite differences.
 - Recognize the roles within a professional support network and identify strategies to build your support network.
5. [PREVIEW ONLY Thriving in the Workplace: Managing Your Health and Wellness](#)
 - Identify strategies to assess and manage personal health, wellness, emotions, and stress levels while maintaining work and personal boundaries.
6. [PREVIEW ONLY Thriving in the Workplace: Appreciating Diversity](#)
 - Identify the types of diversity that can exist within a workplace and explain the importance of creating an inclusive environment