

business and  
industry  
partners

Questions?

Contact your academic adviser or

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## Ready2Work Employability Certificate

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**Master the skills required for  
success in the workplace.**

Arkansas State University  
Mountain Home

**Main campus:**  
1600 S. College  
Mountain Home, AR 72653

**Technical Center:**  
4034 Hwy. 62W  
Mountain Home, AR 762553





## Ready2Work

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The ASUMH School of Business and Technology Ready2Work Employability Certificate program is an opportunity for students to document their mastery of personal and people skills required for success in the workplace.

### How it began

The program is the result of a partnership between local business and industry and education.

Human resource professionals and ASUMH faculty and staff researched and collaborated to develop a program that prepares students for the workforce and assists industry in identifying new hires who demonstrate employability skills demanded by the workforce.

## Benefits

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### The Ready2Work Employability Certificate

- documents your understanding of the skills required for success in the workplace AND
- guarantees an interview at participating employers for positions where you meet the qualifications

### Employability Skills Categories

- Integrity
- Initiative
- Dependability and Reliability
- Adaptability
- Professionalism
- Teamwork
- Communication
- Respect
- Critical Thinking/Problem Solving/Decision Making



## How it works

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- You will automatically be enrolled in a Blackboard course titled “School of Business and Technology—Students.” This Blackboard site and your instructors will introduce the employability skills throughout your academic career.
- In the semesters leading up to taking either Employment Strategies or Employment Readiness, you will begin to identify, and when possible, document examples of when you have demonstrated these skills either in class, at work, or in your volunteer activities. You are encouraged to maintain a portfolio and/or journal of these examples.
- During Employment Strategies or Employment Readiness, the instructor and your academic adviser will conduct an interview with you to evaluate your performance of each of these skills.
- Students who achieve a minimum of Acceptable Performance on EVERY skill and Successful Performance on at least 25%