2025 Spring Semester APPLICATION

The Employment Readiness Experience

With the 'new to the workforce' student in mind, the **Employment Readiness Experience (ERE)** offers a short-term intensive experience focusing on professional skills, communication, and career exploration. The ERE is a building block to get students one step closer to landing an internship or job after Landmark.

Students will be in class 1.5 hours twice per week and spend 3-4 hours per week working in a campus office. Workshift schedule will be determined by supervisor and student schedule. Students will engage in administrative work, job shadowing, and project management. Time in class will allow students to explore and examine their work experience, while learning skills needed to be successful in the workplace.

The Class: BUS 1300

This is an introductory course to accompany the ERE, providing education and exposure to professional skills needed to acquire and maintain employment. The course will focus on having students understand what professional skills are and how they can be developed and implemented in the workplace, while also giving students an opportunity to explore their career values, articulate current work experiences for future employment, and carry out future job searches independently. By the end of the course, students will be able to identify and demonstrate the essential career competencies of communication, problem solving, teamwork, and professionalism. Students will engage in independent reflection, case studies, group activities, and discussions to learn course material, and will actively apply new skills learned in the classroom to their concurrent employment experience. Assessment will be based on class participation and a final presentation of the employment experience.

As part of the ERE program, students will also engage in a 'skills lab' following class to work on putting new skills into practice and addressing specific tasks that are part of their campus employment with a career counselor.

The Application Process

You can complete the ERE application by following the link below:

https://forms.office.com/r/f8YVnLP5he

Once you submit your application, you will be contacted by a member of the Career Connections team to arrange an interview. The interview will focus on why you want to participate in the program, what you are hoping to gain from it, and any relevant skills or experiences you have had that would apply to the program. The final day to apply for the **Spring 2025 ERE program is December 6th**. Students will be notified if they've been selected to participate in the program on a rolling basis shortly after their interview. Be aware that the spring ERE program has a capacity of 10 students, and that Career Connections reserves the right to close the application before December 6 if we accept 10 qualified applicants before the established deadline.

Who are we looking for

While any student can apply to the ERE, preference will be given to:

- Students who have completed two semesters at Landmark by the start of the program
- Students who lack a previous paid work experience or have very limited experience
- Students who are eager and have real interest in learning more about the world of work

Job Shadowing Option

If the Career Connections staff deems that an ERE applicant needs further career readiness development before enrolling in the program, we may suggest the student engages in a job shadow experience first. For example, the student would be assigned to a campus office at Landmark where they would engage in 3-4 job shadow sessions (1-2 hrs. per session) where they would observe a Landmark professional employee in their daily work. Career Connections would organize the job shadow experience, provide the student with guided questions, and coach them throughout the job shadow experience. Upon successful completion of the job shadow, the student would be encouraged to reapply to the next cycle of ERE.

Questions?

Email careerconnections@landmark.edu