

## Grow with Google **HSI Career Readiness**



### Grow with Google 5 Learning Paths

Path 1: Build Your Digital Skills: Students explore a variety of Google digital tools and how they can be used to increase productivity in the workplace and in everyday life.

Path 2: Explore Career Paths: Students research possible career paths to figure out which career might be right for them. Then, they create a career plan and start networking to help them find a job in the field.

Path 3: Land a Great Job: Students use digital tools to search for a job, write a resume and cover letter, and learn how to stand out in interviews while conveying their personal brand throughout.

Path 4: Succeed at Your New Job: Students practice running efficient meetings, managing projects, and presenting to organizational stakeholders.

Path 5: Start Your Own Business: Students research business opportunities, write a business plan, and estimate the financing they'll need to create their own business.



#### Complete all the Grow with Google Learning Paths to Demonstrate Career Readiness Competencies in:

















**Career & Self** Development Communication

**Critical Thinking** 

Professionalism

Leadership

Teamwork

Equity & Inclusion

Technology

National Association of Colleges and Employers





# Get started with the Grow with Google HSI Career Readiness Program

The <u>Grow with Google HSI Career Readiness Program</u> is intended to help students, like you, develop the digital skills they need to find and secure internships and jobs that will help them build successful careers. Here's how to get started:

### Set up your profile on Skillshop

- 1. Visit <u>skillshop.withgoogle.com</u>. On the upper right-hand corner, click **Sign In.**
- 2. Create a Skillshop account using your university email. If you are unable to log in using your university email, please use your personal Google account.
- 3. On the upper right-hand corner, click the icon with your first initial (ex: A) then select **My profile** from the menu.
- Click Edit Profile. Add your country and under "Company" enter: [add school and class/club information here example: Hostos Community College EDU 113].
- 5. Under "Company email" add your Hostos Community College email and select **Connect your Google Account**.
- 6. At the Data Sharing Agreement, select Agree & Continue.
- 7. Add your email preferences and timezone. Press Save.
- 8. Now that you are signed in to Skillshop, <u>click this link here</u> to access the program.
- 9. At the navigation bar, click the icon 😑 Scroll down to the <u>HSI Career Readiness Program</u>.

### Share your certification on social media

- 1. While signed in to your account on Skillshop, click the icon with your first initial (ex:. A) then select My profile from the menu.
- 2. Under "Awards," click on the certification you intend to share.
- 3. Copy the URL you get after clicking on a specific certification. For example: https://skillshop.exceedlms.com/sl/2099c131.
- 4. You can share this link anywhere, including LinkedIn.
- 5. Share your success story! <u>https://forms.office.com/r/izGCQ9biBJ</u>



QUESTIONS: Contact Career Services, <a href="mailto:careerservices@hostos.cuny.edu">careerservices@hostos.cuny.edu</a>

www.hostos.cuny.edu/cso 718-518-4468

Career Services, Division of Continuing Education and Workforce Development