



CAREER READINESS COACHING CONVERSATION GUIDE

FACILITATING REFLECTION, COACHING, & GROWTH THROUGH SUITABLE

Purpose

Use this guide to facilitate a meaningful coaching conversation after a student completes the Suitable Career Readiness Assessment. Guide the student through reflection on one experience, interpretation of the Career Readiness Report, identification of strengths and growth areas, and creation of one intentional SMART goal.

The assessment starts the conversation. Coaching creates the growth.

Coach Mindset

- Listen before advising.
- Be curious rather than evaluative.
- Focus on growth — not scores.
- Help students interpret their report using evidence and examples.
- End with one clear development goal and action plan.

Before the Conversation

- Review the Overall Career Readiness Score (composite score).
- Review competency ratings for patterns, strengths, and opportunities.
- Look at behavioral dimensions to identify specific behaviors to discuss.
- Compare student and observer feedback, treating differences as coaching opportunities.

Coaching Conversation Framework

1. Connect

- How did you feel completing the assessment?
- What stood out to you?

2. Explore the Experience

- Tell me about the experience you reflected on.
- What challenged you?
- Where did you experience the greatest growth?

3. Interpret the Report

- What patterns do you notice?
- What evidence supports your ratings?
- Which competency best reflects your experience?

4. Explore the Perception Gap

- Why might your observer have viewed this differently?
- What can we learn from both perspectives?

5. Connect to Career Readiness

- How will these competencies help you in future roles?

6. Select One Development Priority

- Choose one competency to intentionally strengthen.

7. Develop a SMART Goal

- Complete the SMART Goal chart (*Fig. 1 on next page*) together during the coaching conversation.

8. Create an Action Plan

- Identify one or two concrete development activities that support the SMART Goal using the action plan chart in Fig. 2 on the next page.

9. Close the Conversation

- What is your biggest takeaway?
- What is the first action you will take?
- Who will help keep you accountable?
- When will be follow up?



Coaching Checklist

- ☐ Built rapport
- ☐ Reviewed the report
- ☐ Discussed strengths and growth areas
- ☐ Explored observer feedback
- ☐ Completed SMART Goal chart
- ☐ Created action plan
- ☐ Scheduled follow-up

Fig. 1

SMART Element	Coaching Prompt & Student Response
Specific	What competency will you improve? What exactly do you want to accomplish? Response:
Measurable	How will you know you've improved? What evidence will demonstrate success? Response:
Achievable	What actions will you take? What support or resources do you need? Response:
Relevant	Why is this goal important to your career readiness and future goals? Response:
Time-Bound	When will you complete this goal? Target Date:

Fig. 2

Action Step	Timeline	Support Needed	Evidence of Success



Career Center
UNIVERSITY OF SOUTH CAROLINA

CAROLINA CAREER COMPETENCIES



Communication
Share information, ideas and perspectives clearly and effectively

Teamwork
Build and maintain effective relationships to work towards common goals

Professionalism
Show good work habits and act for the benefit of the larger community

Technology
Understand and leverage digital technologies to enhance efficiencies, complete tasks and accomplish goals

Career & Self-Development
Actively work on improving yourself and your career through continuous learning

Critical Thinking
Understand situations and respond to needs by thinking carefully and logically

Leadership
Use your and your team's strengths to reach organizational goals