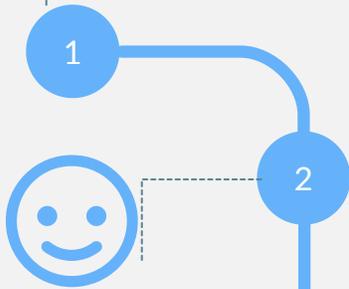


Using the CAS Standards in The Job Search



Do Your Reading

Each set of CAS functional area standards includes a Contextual Statement outlining the history, values, and current state of the functional area. By reading the Contextual Statement, and its referenced materials, you can give yourself a "crash course" in the functional area. Couple this learning with your own unique experiences and skills to craft your talking points using their language and information.



Show Them What They Want

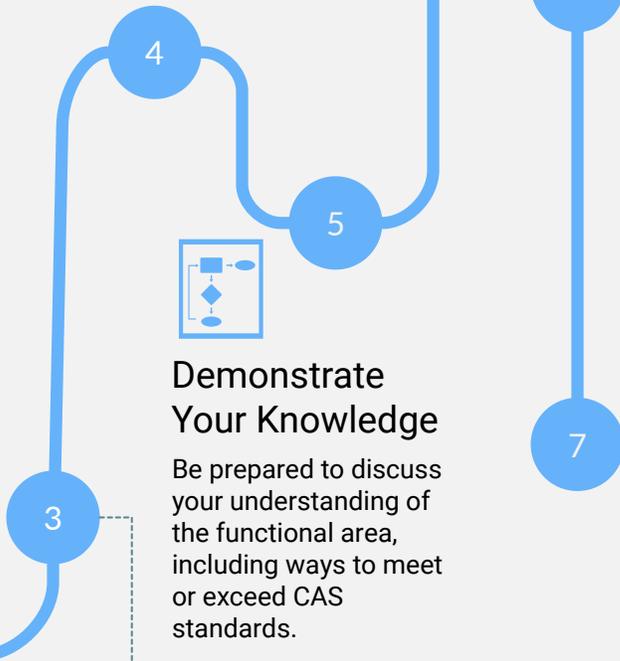
When tailoring your materials for an application, use the CAS Standards to highlight your skills and knowledge that are most relevant to the role. Provide concrete examples with keywords specific to the functional area.

The CAS Standards include training and skills needed for different roles. Make a list of how you can demonstrate those skills or communicate gained knowledge.



Look for Evidence of CAS in Practice

Review the office's website and look for evidence of the CAS Standards in use. What is their mission? How is the office organized? How does the office contribute to the institution's overall mission? In what ways are diversity and inclusion included as part of their work?



Demonstrate Your Knowledge

Be prepared to discuss your understanding of the functional area, including ways to meet or exceed CAS standards.



Develop Interview Questions

The CAS Self Assessment Guides include overview questions on 12 topics that every office will encounter. Use the questions as a guide while researching the job online. Any issues and topics relevant to the functional area, but not addressed online, can then be asked in the interview.



Reflect on Your Experience

What evidence did you see or hear that diversity is an institutional value? What role does assessment play in the success of the office? Do the campus visit and interview mirror their written values? What stood out to you, both positive and negative, at the interview? Are there things the CAS Standards say an office "must" or "should" do, but this office is not doing?



Follow Up

When sending your thank-you note, use the CAS Standards to highlight your relevant abilities and skills again. Give specific examples of how you support their mission and goals.