




2020-2021 Milgard Gold Checklist

BADGE	ACTIVITY	REQUIRED OR OPTIONAL	CHECK IF COMPLETED	DETAILS
	<i>Activity must take place 07-01-2020 to 05-31-2021</i>	R or O		<i>Don't forget to enter your activities in the Suitable app.</i>
PERSONAL & PROFESSIONAL DEVELOPMENT	To earn the Personal & Professional Development Badge you must complete the four required activities plus at least 2 optional activities and record them in the Suitable app.			
	Complete an Appointment with the Milgard Success Center	R		Enter the date you met with Sally or Trish/Scan QR Code
	Attend and record within the Suitable App at least 3 Zoom & Learns during 2020-2021	R		Employers come to talk about their businesses at these activities. Some employers are actively recruiting for open positions or summer internships and other sessions are more informational. Zoom & Learns are scheduled throughout the year. Fall Quarter is normally when there are the most activities as Employers are actively recruiting for current openings. Zoom & Learns take place Monday-Thursday from 12:30-1:20. Watch for the schedule within the Suitable app and in Handshake. To receive credit for attendance, enter Employer Name/Date or Scan QR code if available during the event.
	Schedule a Milgard Success Center Resume Review	O		Upload your draft resume to Handshake and after review, upload your approved resume to Suitable.
	Attend a Career Fair	O		Watch for Career Fairs to attend throughout the year. Report your attendance with a reflection in Suitable.
	Complete your Handshake and LinkedIn Profiles	O		Take a screen shot of your Handshake and LinkedIn profiles and upload both to Suitable.
	Earn an online Certification through LinkedIn Learning	O		Report your successful certification on Suitable
	Submit your application for an Internship.	O		Once submitted, enter a reflection in Suitable responding to questions (date, employer name)
	Submit an application for a full or part time job.	O		Once submitted, enter a reflection in Suitable responding to questions (date, employer name)
	Submit a WILDCARD - enter an activity that you think should count	O		If an activity is not listed, and you believe it has contributed to your Personal & Professional Development, submit it within the Suitable app for approval. Academic course assignments cannot be submitted as WILDCARDS.
Additional Activities are added throughout the year within the Suitable app.				

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COMMUNICATION DEVELOPMENT	To earn the Communication Development Badge you must complete one required activity plus at least 2 optional activities and record them on the app.			
	Submit a recorded online interview thru The Big Interview to the Milgard Success Center for review.	R		To complete this task, you must practice your online interview skills using The Big Interview, record a practice interview and submit it to Trish or Sally at the Milgard Success Center.
	Have your Cover Letter reviewed by the Milgard Success Center	O		Submit your coverletter on Handshake for a review and receive the QR code to scan
	Attend the annual Success Conference.	O		Scan the QR code provided during the Conference or self report attendance.
	Attend the annual Etiquette Dinner.	O		Scan the QR code at this event normally held during Fall quarter may be postponed until the Spring. Watch for the date.
	Participate on a team in the Annual Case Competition.	O		This annual event, hosted by CLSR, is held in Winter Quarter each year. To receive credit self-report this activity with team names.
	Attend a Networking Event.	O		To receive credit for this activity, scan the QR code or self report.
	Write a Thankyou letter/note following an interview.	O		To receive credit for this activity upload a copy of your thankyou letter or note to Suitable.
	Obtain an Internship or Job	O		Report your successful attainment of a job or internship by listing the name of employer, start date.
	WILDCARD Submission	O		If an activity is not listed, and you believe it has contributed to your Communication Development, submit it within the Suitable app for approval. Academic course assignments cannot be submitted as WILDCARDS.
	Additional Activities are added throughout the year within the Suitable app.			

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LEADERSHIP & COMMUNITY DEVELOPMENT	To earn the Leadership & Community Development Badge you must complete 4 hrs of community service/volunteer activity plus at least 2 optional activities and record them on the Suitable app.			
	Attend the annual DAY of CARING or complete 4 hours of Community Service or volunteer work.	R		To receive credit for this activity, report via a reflection within the Suitable app.
	Join a Student Organization & participate actively.	O		Report which student organization you have joined and have participated in at least 4 events or meetings.
	Participate in a Student Organization in a Leadership role.	O		To receive credit for this activity, report via a reflection within the Suitable app.
	Start or reactivate a Student Organization.	O		Some Student Organizations are not active, (finance, marketing, management). Reinvigorate an SO.
	Work in a job for 20 hours + weekly while attending UW	O		To receive credit for this activity, report via a reflection within the Suitable app with a photo of a timesheet.
	Attend a Leadership Series Speaker event on any UW campus	O		To receive credit for this activity, report via a reflection within the Suitable app. A virtual event can be listed here.
	Enroll and participate in a Study Abroad Program	O		<i>This may not be offered during 2020-2021.</i>
	WILDCARD Submission	O		If an activity is not listed, and you believe it has contributed to your Leadership or Community Development, submit it within the Suitable app for approval. Academic course assignments cannot be submitted as WILDCARDS.
		Additional Activities are added throughout the year within the Suitable app.		