



Are YOU Career Ready?

Professional Competency Self-Assessment Tool— *based on NACE's 8 career-ready competencies!*

Take this self-assessment about the professional competencies you need to experience workplace success.

ORAL AND WRITTEN COMMUNICATION

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

- Need to develop Currently Developing Excelling

Ways to develop this competency:

- Develop and deliver a presentation for a class.
- Check for understanding by asking clarifying questions.
- Proofread on-line and written communication to avoid errors.

TEAMWORK AND COLLABORATION

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Seek and appreciate the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles.

- Need to develop Currently Developing Excelling

Ways to develop this competency:

- Collaborate with others on a class project where responsibility is shared and not divided.
- Handle difficult conversations in person with respect.
- Consider others' perspectives before making a decision.

LEADERSHIP

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

- Need to develop Currently Developing Excelling

Ways to develop this competency:

- Take on a leadership role in a group or organization.
- Demonstrate initiative at your job/internship by taking on additional responsibilities.
- Motivate team members with a positive attitude and leverage their strengths when delegating work.

CRITICAL THINKING AND PROBLEM-SOLVING

Exercise sound reasoning to analyze issues, make decisions and overcome problems. The ability to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

- Need to develop Currently Developing Excelling

Ways to develop this competency:

- Develop an action plan with specific steps to solve a problem.
- Brainstorm solutions to a problem before bringing it to a supervisor/professor.
- Activate your mind – read, do puzzles, write, etc.

PROFESSIONALISM AND WORK ETHIC

Demonstrate personal accountability and effective work habits such as punctuality, work productively with others, and time workload management. The ability to understand the impact of non-verbal communication on professional work image. Demonstrating integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

Need to develop Currently Developing Excelling

Ways to develop this competency:

- Use a planner or calendar to prioritize work/assignments and meet deadlines.
- Reflect on a recent challenge and identify areas of growth and improvement for the future.
- Review your social media through the eyes of a future employer and determine appropriateness.

DIGITAL TECHNOLOGY

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

Need to develop Currently Developing Excelling

Ways to develop this competency:

- Effectively use Excel or similar spreadsheet application to track data and generate tables and graphs.
- Create a strong LinkedIn profile, join groups of career interest, ask for recommendations. Connect with alumni through LinkedIn.
- Be comfortable doing internet searches, using commercial databases, creating and administering surveys.
- Become familiar with the most relevant websites for your career field(s).

GLOBAL AND INTERCULTURAL FLUENCY

Value, respect, and learn from diverse cultures, races, ages, genders, religions, and sexual orientations to build collaborative relationships and communicate effectively. The ability to demonstrate openness, sensitivity, inclusiveness, and the ability to understand individual's differences and interact respectfully with all people.

Need to develop Currently Developing Excelling

Ways to develop this competency:

- Attend an event on campus that encourages you to step outside your comfort zone.
- Engage in conversation with individuals who have different perspectives than your own.
- Participate in a study abroad or volunteer experience to broaden your horizons.

CAREER MANAGEMENT

Identify and articulate skills, strengths, knowledge, and experiences relevant to positions desired and career goals. Identify areas necessary for professional growth. Navigate and explore job options, take steps to pursue opportunities, and self-advocate in the workplace.

Need to develop Currently Developing Excelling

Ways to develop this competency

- Gain knowledge of job search strategies from start to finish.
- Write a professional resume, customized cover letter and reference list along with
- Implement networking strategies to build an intentional network, including active use of sites like LinkedIn.
- Develop the skills necessary to successfully interview for jobs or internships.
- Identify resources to explore graduate/professional school.