



ARE YOU CAREER READY?

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

Please take this self-assessment about the professional competencies for success in your workplace.

COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Needs Developing Currently Developing Excelling

Ways to develop this competency:

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.

TEAMWORK

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Needs Developing Currently Developing Excelling

Ways to develop this competency:

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Exercise the ability to compromise and be agile.

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Needs Developing Currently Developing Excelling

Ways to develop this competency:

- Inspire, persuade, and motivate self and others under a shared vision.
- Plan, initiate, manage, complete, and evaluate projects.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.

CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Needs Developing Currently Developing Excelling

Ways to develop this competency:

- Gather and analyze information from a diverse set of sources and individuals to fully understand the problem.
- Proactively anticipate needs and prioritize action steps.
- Multi-task well in a fast-paced environment.

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Needs Developing

Currently Developing

Excelling

Ways to develop this competency:

- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability.

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Needs Developing

Currently Developing

Excelling

Ways to develop this competency:

- Navigate change and be open to learning new technologies.
- Quickly adapt to new or unfamiliar technologies.
- Use technology to approve efficiency and productivity of work.

EQUITY AND INCLUSION

Demonstrate awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Needs Developing

Currently Developing

Excelling

Ways to develop this competency:

- Actively contribute to inclusive and equitable practices that influence individual and systematic change.
- Keep an open mind to diverse ideas and new ways of thinking.
- Demonstrate flexibility by adapting to adverse environments.

CAREER AND SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and outside one's organization.

Needs Developing

Currently Developing

Excelling

Ways to develop this competency:

- Show an awareness of one's own strengths and areas for development.
- Develop plans and goals for one's future career.
- Seek and embrace development opportunities.
- Display curiosity; seek out opportunities to learn.

Career Ready Competencies developed by National Association of Colleges and Employers (NACE), 2021
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