

REFLECTING ON YOUR CAREER READINESS

What does it mean to be career ready? Employers have indicated the top competencies they most seek in college graduates. As a Boston College student, you will gain these skills through your classes, jobs, internships, student organizations, and more. This worksheet can help you identify what skills you are gaining through your experiences as well as what skills you need to find opportunities to further develop.

SKILL DEFINITION

THROUGH WHAT EXPERIENCE(S) HAVE YOU GAINED THE SKILLS

NAME SPECIFIC EXAMPLES OF HOW YOU HAVE DEVELOPED THIS SKILL

CAREER & 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 without one's organization.

COMMUNICATION

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

CRITICAL THINKING

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

EQUITY & INCLUSION

Demonstrate the 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.

LEADERSHIP

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

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PROFESSIONALISM

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

TEAMWORK

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

TECHNOLOGY

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

SERVICE TO OTHERS

With an eye toward justice, continually reflect on what the world needs you to be. Apply your unique talents and skills gained while at Boston College to help address the world's most urgent problems.

Which competencies do you most enjoy using?

Which of the experiences have brought you the most joy?

List the skills you plan to prioritize and action steps you will take to develop them.

