

NACE COMPETENCIES SELF-ASSESSMENT

Are you career-ready? Do you have characteristics that employers value in their employees?

According to results compiled by a task force of college career services and recruiting professionals in various fields, the National Association of Colleges and Employers (NACE) has identified eight competencies associated with career readiness. These competencies are:



Throughout your college journey, these competencies (which are defined below) can be useful benchmarks. By making efforts to achieve mastery in all eight areas, you can better prepare for the transition from college to career.

Let's start assessing your career competencies!

There are four levels of competency from which you can select:

- **Novice:** you are aware of this competency and understand it as an area of growth for you
- **Developing:** you are growing in this area but are still working to improve
- **Proficient:** you demonstrate this competency often but there are still opportunities for personal growth
- **Mastery:** you demonstrate this competency effectively and can easily articulate the experiences that led you to master it

On the following pages, read each Career Competency definition, then assess your readiness level in the accompanying box.



Career & Self-Development

- Demonstrates the desire to be seen as a professional through personal and career learning
- Displays awareness of one's strengths and weaknesses; exhibits the forethought of how experiences can be seen as learning opportunities
- Builds and maintains personal relationships

Career & Self-Development	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I have an awareness of my strengths and areas of opportunities to develop				
I seek out opportunities to learn				
I can establish, maintain, and leverage relationships with people who can help me professionally				
I embrace opportunities to increase my professional awareness and confidence				
I have engaged in voluntary career-boosting education, workshops, or trainings				
I seek out feedback for continual growth				
OVERALL ASSESSMENT (mark the most-checked column)				



Professionalism

- Exemplifies knowledge, skills, and abilities that are indicative of self-confidence to achieve tasks both efficiently and to a high standard
- Understands and demonstrates effective work habits and acts in the interest of the larger community

Professionalism	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I demonstrate consistency and dependability in my work				
I am present and prepared for tasks				
I act equitably with integrity and accountability to self, peers, and organizations				
I consistently meet or exceed goals and expectations				
I maintain a positive personal brand in alignment with organization and personal career values				
I exhibit a high level of pride and dedication in my work				
OVERALL ASSESSMENT (mark the most-checked column)				



Communication

- Demonstrates the ability to send and receive information and ideas in a clear and concise manner
- Demonstrates and understands the importance of verbal, written, and non-verbal abilities

Communication	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I demonstrate and understand the importance of verbal, written, and non-verbal abilities				
I employ active listening, persuasion, and influencing skills				
I frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences				
I ask appropriate questions when needing guidance with tasks				
I communicate in a clear and organized manner				
OVERALL ASSESSMENT (mark the most-checked column)				



Equity and Inclusion

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

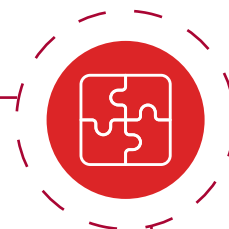
Equity and Inclusion	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I am open to new and diverse ways of thinking				
I demonstrate adaptability in diverse environments				
I solicit and use feedback from multiple cultural perspectives to make inclusive decisions				
I advocate for inclusive, equitable practices				
I identify resources and eliminate barriers from individual and systemic racism, biases, and inequities				
I seek cross-cultural experiences that enhance my understanding and lead to personal growth				
OVERALL ASSESSMENT (mark the most-checked column)				



Critical Thinking

- Identifies and responds to needs based upon an understanding of situational context and logical analysis of relevant information
- Gathers and analyzes information from a diverse set of sources to understand problems
- Proactively anticipates needs and prioritizes action steps
- Makes decisions and solves problems using sound, inclusive reasoning and judgment

Critical Thinking	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I make decisions and solve problems using sound, inclusive judgment and reasoning				
I proactively anticipate needs and prioritize action steps				
I accurately summarize and interpret data with an awareness of my personal biases that may impact outcomes				
I gather and analyze information from a diverse set of sources and individuals to fully understand a problem				
I multi-task effectively in a fast-paced environment				
OVERALL ASSESSMENT (mark the most-checked column)				



Teamwork

- Builds and maintains relationships to work effectively toward common goals while respecting diverse viewpoints and responsibilities
- Effectively manages conflict
- Exercises compromise and collaboration skills

Teamwork	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I exercise the ability to compromise				
I build strong, positive working relationships with others				
I exhibit personal strengths, knowledge, and talents to complement those of others				
I am accountable for individual and team responsibilities				
I effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience				
I listen to others, take time to understand, and ask appropriate questions without interrupting				
OVERALL ASSESSMENT (mark the most-checked column)				



Leadership

- Demonstrates awareness of the strengths of others and uses those strengths to delegate tasks and achieve common goals when on a team or within an organization
- Shows organization
- Displays empathy and positivity to motivate team members

Leadership	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I inspire, persuade, and motivate self and others under a shared vision				
I strive to think outside the box on ways to improve processes				
I seek out and leverage a variety of resources and feedback from others to inform direction				
I am a role model to others with my confidence and positive attitude				
I plan, initiate, manage, complete and evaluate projects				
I work to build mutual trust among myself and others				
OVERALL ASSESSMENT (mark the most-checked column)				



Technology

- Leverages and understands technologies ethically to enhance efficiency and accomplish tasks and goals
- Manages technology to integrate information to support relevant, effective and timely decision making

Technology	Novice This is an area of weakness for me	Developing This is an area I'm growing in and trying to improve	Proficient This is an area I've grown in and feel more confident in	Mastery This is an area I'm confident and excel in
I use technology to improve efficiency and productivity in my work				
I navigate change and am open to learning new technologies				
I quickly adapt to new or unfamiliar technologies				
I use technology to achieve strategic goals				
I can identify appropriate technology for completing specific tasks				
OVERALL ASSESSMENT (mark the most-checked column)				

Now take time for some self-reflection...

To begin, select two of the competencies above that you identified as Novice or Developing.

List competency here:

List competency here:

In thinking of these competencies, **answer the following questions** in the space below:

- What criteria did you use to rank yourself at your chosen level?
- Have you thought about these criteria prior to this assessment?
- What can you do to grow in these areas? Some ideas might be to participate in a workshop or LinkedIn Learning opportunity (IU provides free access to IU students!)

Second, in thinking of these competencies, **set goals for yourself to improve**. To do this effectively, goals should be specific, measurable, achievable, relevant, and time-based (SMART).



Specific

Make your goal specific and narrow for more effective planning



Measurable

Make sure your goal and progress are measurable



Achievable

Make sure you can reasonably accomplish your goal within a set time frame



Relevant

Your goals should align with your values and long-term objectives



Time-Based

Set a realistic but ambitious end date to clarify priorities and motivation

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HOT TIP: Once completed, save this worksheet for reflection in the coming years! If you purposely focus on strengthening two competencies per year, you can feel confident in all areas by the completion of your degree!