



# CAREER READINESS

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. While education and experiences are important, employers have identified the following eight competencies as necessary skills for any new college graduate.

## CRITICAL THINKING

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

**Employers are seeking students who are able to:**

- Make decisions and solve problems using sound, inclusive reasoning and judgment
- Gather and analyze information from a diverse set of sources



## COMMUNICATION

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

**Employers are looking for students who:**

- Employ active listening, persuasion, and influencing skills
- Communicate in a clear and organized manner so that others can effectively understand
- Ask appropriate questions for specific information from supervisors and others



## TEAMWORK

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

**Employers are looking for students who can:**

- Effectively manage conflict, interact with and respect diverse personalities
- Collaborate with others to achieve common goals and employ personal strengths to complement others



## LEADERSHIP

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

**Employers are looking for students who are able to:**

- Seek out and leverage diverse resources and feedback from others to inform direction
- Use innovative thinking to go beyond traditional methods
- Motivate and inspire others by encouraging them and by building mutual trust





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## PROFESSIONALISM

Understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



### Employers are seeking students who:

- Act equitably with integrity and accountability to self, others, and the organization
- Demonstrate dependability (e.g. report consistently for work or meetings)
- Be present and prepared

## CAREER & SELF-DEVELOPMENT

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



### Employers are looking for students who:

- Develop plans and goals for one's future career
- Identify areas for continual growth while pursuing and applying feedback

## TECHNOLOGY

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



### Employers are looking for students who:

- Navigate change and are open to learning new technologies;
- Use technology to improve efficiency and productivity of their work

## 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.



### Employers are looking for students who:

- Actively contribute to inclusive and equitable practices that influence individual and systemic change;
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups



Want to learn more about how to develop these career readiness competencies?  
Schedule an appointment with a career advisor through Handshake.