

# ARE YOU CAREER READY?



National Association of Colleges and Employers (NACE) - Career Readiness Competencies



## 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.



## Critical Thinking

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



## Equity and 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.



## 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.



## What is Career Readiness?

Career Readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

*\*Adapted from the National Association of Colleges and Employers (NACE)  
<https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>*



# SAMPLE BEHAVIORS



## Career & Self Development

- Show an awareness of own strengths and areas for development.
- Identify areas for continual growth while pursuing and applying feedback.
- Develop plans and goals for one's future career.
- Display curiosity; seek out opportunities to learn.
- Establish, maintain, and/or leverage relationships with people who can help one professionally.



## Communication

- 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.
- Frame communication with respect to diversity of learning styles, individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.



## Critical Thinking

- Make decisions and solve problems using sound, inclusive reasoning and judgement.
- Gather and analyze information from a diverse set of sources and individuals to fully solve a problem.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.



## Equity and Inclusion

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Actively contribute and advocate for 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 that leads to personal growth.
- Keep an open mind to diverse ideas and new ways of thinking.
- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.



## Leadership

- Inspire, persuade, and motivate self and others under a shared vision.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and building mutual trust.
- Plan, initiate, manage, complete, and evaluate projects.



## Professionalism

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared; have an attention to detail, and demonstrate dependability.
- Prioritize and complete tasks; consistently meet or exceed goals and expectations.
- Show a high level of dedication toward doing a good job.



## Teamwork

- 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.
- Be accountable for individual and team responsibilities and deliverables.
- Collaborate with others to achieve common goals; exercise the ability to compromise and be agile.
- Build strong, positive working relationships with supervisor and team members/coworkers.



## Technology

- Use technology to improve efficiency and productivity of their work.
- Navigate change and be open to learning new technologies.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Quickly adapt to new or unfamiliar technologies.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

## Next steps...

- Reflect on and discuss with mentors (i.e. faculty, advisors, career coaches).
- Explore opportunities to gain experience and build professional skills and career competencies.
- Utilize resources in the [Virtual Career Hub](#) to take steps in your professional development.

