CAREER READINESS

What is Career Readiness?

Career readiness provides the foundation for college students to demonstrate requisite core competencies that broadly prepare them for success in the workplace and lifelong career management.

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Competencies

There are eight career readiness competencies, each of which can be demonstrated in a variety of ways.

Career & Self Development

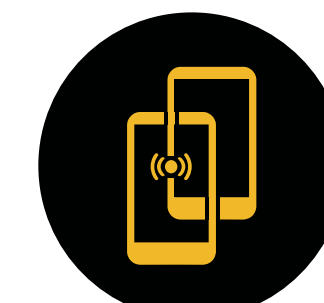Critical Thinking

Leadership

Teamwork

Communication

Equity & Inclusion

Professionalism

Technology

Definitions of 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 & Inclusion
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from historically marginalized communities, as well as different local and global cultures. Engage in anti-racist and social justice practices that actively challenge the systems, structures, and policies of discrimination and oppression.

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.

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Definition and Sample Behaviors

NACE

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.

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Sample Behaviors

• 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.

• Professionally advocate for oneself and others.

• Display curiosity; seek out opportunities to learn.

• Assume duties or positions that will help one progress professionally.

• Establish, maintain, and/or leverage relationships with people who can help one professionally.

• Seek and embrace development opportunities.

• Voluntarily participate in further education, training, or other events to support one's career.

Definition and Sample Behaviors

NACE®

Communication

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

Sample Behaviors

• 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, varied individual communication abilities, and cultural differences.

• Ask appropriate questions for specific information from supervisors, specialists, and others.

• Promptly inform relevant others when needing guidance with assigned tasks.

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Definition and Sample Behaviors

Critical Thinking

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

Sample Behaviors

- 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 understand 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 and lived experiences of stakeholders.

- Multi-task well in a fast-paced environment.

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Definition and Sample Behaviors

NACE

Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from historically marginalized communities, as well as different local and global cultures. Engage in anti-racist and social justice practices that actively challenge the systems, structures, and policies of discrimination and oppression.*

* The definition of Equity & Inclusion was adapted to include relevant NACE sample behaviors.

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Sample Behaviors

• Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.

• Actively contribute to inclusive and equitable practices that influence individual and systemic change.

• Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.

• Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.

• Keep an open mind to diverse ideas and new ways of thinking.

• Identiy resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.

• Demonstrate flexibility by adapting to diverse environments.

• Address systems of privilege that limit opportunities for members of historically marginalized communities.

Definition and Sample Behaviors

Leadership

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

Sample Behaviors

- Inspire, persuage, and motivate self and others under a shared vision.

- Seek out and leverage diverse resources and feedback from others to inform direction.

- 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 by building mutual trust.

- Plan, initiate, manage, complete, and evaluate projects.

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Definition and Sample Behaviors

Professionalism

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

Sample Behaviors

- 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.

- Demonstrate dependability (e.g., report consistently for work or meetings).

- Prioritize and complete tasks to accomplish organizational goals.

- Consistently meet or exceed goals and expectations.

- Have an attention to detail, resulting in few if any errors in their work.

- Show a high level of dedication toward doing a good job.

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Definition and Sample Behaviors

Teamwork

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

Sample Behaviors

- 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.

- Employ personal strengths, knowledge, and talents to complement those of others.

- Exercise the ability to compromise and be agile.

- Collaborate with others to achieve common goals.

- Build strong, positive working relationships with supervisor and team members/coworkers.

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Technology

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

Sample Behaviors

• Navigate change and be open to learning new technologies.

• Use technology to improve efficiency and productivity of their work.

• Identify appropriate technology for completing specific tasks.

• 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.

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How Career Ready are You?

1.

Take Focus 2 Module

Take the Am I Career Ready module in Focus 2 to assess how you have developed each of the eight career competencies. The site will provide you with an evaluation and suggest ways you can further develop each competency.

https://mizzoucareertools.campuscareerinnovations.com/resources/focus-2-self-assessment/

2.

Select Action Items

Review the suggestions in Focus 2 for further developing your skills and choose a few items you can complete in the next few weeks or months.

3.

Create & Print Notes

Write down the ways you have developed each career competency and set goals for how you can improve. Print this out by clicking the Home icon and selecting Review & Print My Portfolio. Once you complete tasks, revisit your Focus 2 results and choose more ways to enhance your skills.

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Connect With Us!

MU Career Center
University of Missouri

The staff at the MU Career Center is ready to assist you with any of the following topics:

- Career and Major Exploration
- CliftonStrengths
- Résumés and Cover Letters
- Interview Preparation
- Part-Time Student Employment
- Job Search

Hours: Monday-Friday I 9AM - 4PM

Students may drop-in or schedule an appointment on MU Connect to meet in person or on Zoom.

www.career.missouri.edu/connect