



Career Competency Worksheet – use this worksheet to record experiences that illustrate these competencies

Self-Management	& Personal	Wellness
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Build personal and professional development strategies and goals with a clear focus on effectively managing stress and balancing work/life commitments.

- Assess personal feelings and effectively keep emotions in perspective
- Showcase empathy and understanding with others
- Cultivate and foster habits of wellness to increase focus, productivity, and impact
- Develop and demonstrate resiliency within a professional setting and other stressful situations
- Gain awareness of available wellness resources and support and ask for help when needed

Your examples and experiences that match	

### **Active Listening & Effective Communication**

Accurately receive and interpret verbal and non-verbal messages from direct reports, peers, colleagues, and supervisors. Clearly and effectively articulate thoughts and to varied audiences in writing and in presentation.

- Adapt speaking approaches to suit different audiences
- Communicate effectively and professionally through diverse channels (social media, emails, verbal communication)
- Express ideas in a coherent manner
- Write/edit letters, position papers, proposals, web content, and complex technical reports clearly and effectively

Your examples and experiences that match	

# **Critical Thinking & Problem Solving**

Exercise sound reasoning to analyze issues, make decisions, overcome problems, address ambiguity and find relevant information.

- Obtain, interpret, and use knowledge, facts, and data to resolve problems
- Demonstrate creativity, originality and inventiveness
- Easily adapt new technologies and applications to address work challenges and apply computing skills to solve problems

Your examples and experiences that match	

#### **Teamwork & Collaboration**

Build collaborative relationships with colleagues and clients representing diverse cultures, races, ages, genders, religions, lifestyles, disciplines, and viewpoints.

- Assume various roles within a team structure
- Effectively manage and negotiate different personalities in order to reach a common goal
- Understand how to problem solve when encountering challenging workplace dynamics

Your examples and experiences that match	

## **Leadership & Project Management**

Develop professional, working relationships with colleagues, peers, and supervisors/advisors, and leverage the strengths of others to achieve common goals.

- Develop a strategically conceptualized plan to identify and achieve goals
- Utilize interpersonal skills to coach, develop, motivate, and gain buy-in from others
- Organize, prioritize, and delegate work
- Identify opportunity areas to more successfully achieve goals
- Leverage diverse talent pool to maximize team results

Your examples and experiences that match	

### **Professionalism & Work Ethic**

Demonstrate personal accountability and effective work habits (e.g., punctuality, working productively with others, and time/workload management), and understand the impact of non-verbal communication on professional image.

- Demonstrate integrity and behave ethically
- Make responsible decisions that consider the interests of the larger community
- Assume responsibility when mistakes are made, and learn from them in future situations
- Communicate with colleagues in language appropriate for work and suitable for a diverse environment
- Go above and beyond to make positive impressions
- Understand data privacy and security issues particular to the workplace

Your examples and experiences that match

# **Career Management**

Identify and express one's skills, strengths, knowledge, and experiences relevant to both the desired position and career goals, and identify areas necessary for professional growth.

- Assess current role and how it will lead to future prospects
- Understand and take necessary steps to find and pursue opportunities
- Articulate impact on workplace by effectively communicating and illustrating skills, competencies, knowledge, and experiences
- Self-advocate for professional development and advancement
- Understand current industry's market and relationship to the overall economy

Your examples and experiences that match	