

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

Self-Management & Personal Wellness

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