

# Are You Career Ready?

## Professional Competency Self-Assessment Tool—based on NACE's 8 career-ready competencies!

Take this self-assessment about the professional competencies you need to experience workplace success.

### COMMUNICATION

Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Develop and deliver a presentation for a class.
- Check for understanding by asking clarifying questions.
- Proofread on-line and written communication to avoid errors.

### TEAMWORK AND COLLABORATION

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Seek and appreciate the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles.

Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Collaborate with others on a class project where responsibility is shared and not divided.
- Handle difficult conversations in person with respect.
- Consider others' perspectives before making a decision.

### LEADERSHIP

Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adoptability and effective decision-making.

Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Take on a leadership role in a group or organization.
- Demonstrate initiative at your job/internship by taking on additional responsibilities.
- Motivate team members with a positive attitude and leverage their strengths when delegating work.

### CREATIVITY AND PROBLEM-SOLVING

Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Develop an action plan with specific steps to solve a problem.
- Brainstorm solutions to a problem before bringing it to a supervisor/professor.
- Activate your mind – read, do puzzles, write, etc.

### PROFESSIONALISM AND PRODUCTIVITY

Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.

Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Use a planner or calendar to prioritize work/assignments and meet deadlines.
- Reflect on a recent challenge and identify areas of growth and improvement for the future.
- Review your social media through the eyes of a future employer and determine appropriateness.

### APPLICATION OF INFORMATION TECHNOLOGY

Select and use technology and computing skills to solve problems and accomplish goals.

- Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Effectively use Excel or similar spreadsheet application to track data and generate tables and graphs.
- Create a strong LinkedIn profile, join groups of career interest, ask for recommendations. Connect with alumni through LinkedIn.
- Be comfortable doing internet searches, using commercial databases, creating and administering surveys.
- Become familiar with the most relevant websites for your career field(s).

### GLOBAL PERSPECTIVE

Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

- Need to develop       Currently Developing       Excelling

Ways to develop this competency:

- Attend an event on campus that encourages you to step outside your comfort zone.
- Engage in conversation with individuals who have different perspectives than your own.
- Participate in a study abroad or volunteer experience to broaden your horizons.

### CAREER MANAGEMENT

Identify and articulate skills, strengths, knowledge, and experiences relevant to positions desired and career goals. Identify areas necessary for professional growth. Navigate and explore job options, take steps to pursue opportunities, and self-advocate in the workplace.

- Need to develop       Currently Developing       Excelling

Ways to develop this competency

- Gain knowledge of job search strategies from start to finish (search strategies, best web sites for your field, application, negotiation, accepting the offer, etc.).
- Write a professional resume, customized cover letter and reference list.
- Implement networking strategies to build an intentional network, including active use of sites like LinkedIn.
- Develop the skills necessary to successfully interview for jobs or internships.
- Identify resources to explore graduate/professional school.



CAREER AND  
PROFESSIONAL DEVELOPMENT