



Are You Career Ready?

PROFESSIONAL COMPETENCY SELF-ASSESSMENT TOOL

The National Association of Colleges and Employers (NACE) has identified eight key competencies that college students should possess in order to be competitive candidates in the internship and job markets and to be a successful employee in the workplace. When employers are hiring students, these are the skills they are seeking. Being “career ready” means that you possess all eight of these skills and can demonstrate your proficiency in these skills through your résumé, cover letters, LinkedIn profile, networking situations, and interviewing.



Critical Thinking/Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain and use knowledge and data in this process and may demonstrate inventiveness.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Devise an action plan with specific steps to solve a problem at work or in your academic studies.
- Brainstorm solutions to a problem before bringing the problem to a supervisor/professor.
- Activate your mind—read, do puzzles, write, etc.



Information Technology

Leverage digital technologies efficiently to solve problems and accomplish goals. The individual effectively adapts to new and emerging technologies.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Become proficient in essential Microsoft Office software: Word, Excel, PowerPoint.
- Develop the technical skills necessary for success in your specific career field.
- Learn about an emerging technical trend in your specific career field.



Oral/Written Communication

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills, is able to express ideas to others, and can write/edit communications clearly and effectively.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Develop and deliver a presentation for a class.
- Check your understanding by asking clarifying questions.
- Take a writing or business writing course.



Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to help others develop their strengths. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Take a leadership role in a group or organization.
- Demonstrate initiative at your job/internship by taking on additional responsibilities.
- Use a positive attitude to motivate team members; leverage their strengths when delegating.



Teamwork/Collaboration

Build collaborative relationships with diverse colleagues and customers. The individual is able to work within a team structure and can negotiate and manage conflict.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Collaborate with others on a class project where responsibility is shared.
- Handle difficult conversations in person, with respect.
- Consider others' perspectives before making a decision.



Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits (e.g., punctuality, working productively with others, and time management), and understand the impact of nonverbal communication on professional image. The individual demonstrates integrity and ethical behavior, acts responsibly and keeps the interests of the larger community in mind, and is able to learn from mistakes.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Use a planner or calendar to prioritize work and meet deadlines.
- Be professional at work (e.g., arrive on time, meet deadlines, complete assigned work, be respectful).
- Review your social media through the eyes of a future employer and determine appropriateness.



Global Perspective

Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

- Attend a campus event that is 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 one's skills, strengths, knowledge, and experiences relevant to the desired position and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and pursues opportunities, and knows how to self-advocate for opportunities in the workplace.

■ Need to Develop ■ Developing ■ Excelling

Ways to develop this competency:

Beacon Careers Model

