



Are You Career Ready?

The National Association of Colleges and Employers (NACE) defines career readiness competencies as a set of skills vital to the workforce. These competencies are also what employers ask most of entry-level hires. They are as follows:

- Oral and Written Communication
 - Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
- Teamwork and Collaboration
 - Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
- Leadership
 - Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.
- Critical Thinking and Problem Solving
 - Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- Professionalism and Productivity/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 work image.
- Digital Technology
 - Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.
- Global/Intercultural Fluency
 - Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions
- Career Management
 - Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.



Please rate your current level of development and how you can improve each skill set:

Competency	Current Level of Development	Ideas for Further Skill Development
Oral & Written Communications	1 2 3 4 5	
Teamwork & Collaboration	1 2 3 4 5	
Leadership	1 2 3 4 5	
Critical Thinking & Problem-Solving	1 2 3 4 5	
Professionalism & Productivity	1 2 3 4 5	
Digital Technology	1 2 3 4 5	
Career Management	1 2 3 4 5	
Global/Intercultural Fluency	1 2 3 4 5	