


## Are You Career Ready?

 Written and reviewed by Seasoned Match Mentors

The National Association of Colleges and Employers (NACE) defines career readiness as a foundation from which to demonstrate requisite core competencies. These core competencies will prepare the college student for future success in the work place. These skills are also what employers ask most of entry-level hires. They are as follows:

- Career and Self Development
  - 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.
- Communication
  - Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.
- Critical Thinking
  - Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- Equity and Inclusion
  - Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
- Leadership
  - Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.
- Professionalism
  - 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.
- Teamwork
  - Build collaborative relationships with colleagues and customers.
- Technology
  - Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

### **Mentee Objective covered**

Encourage the mentee to note where they are in their academic journey and evaluate where they stand in career readiness and how to best build on that progress.

### **Goals / Objectives of this Module**

Honestly review and build on plans surrounding career readiness. This process will be ongoing throughout college and well into a career.



## LESSON / MODULE TOPIC COVERED

Please rate your current level of development and how you can improve each skill set. Be realistic about the learning curve for each competency.

Competency	Current Level of Development	Ideas for Further Skill Development
Career and Self Development	1 2 3 4 5	
Communications	1 2 3 4 5	
Critical Thinking	1 2 3 4 5	
Equity and Inclusion	1 2 3 4 5	
Leadership	1 2 3 4 5	
Professionalism	1 2 3 4 5	
Teamwork	1 2 3 4 5	
Technology	1 2 3 4 5	

### Lesson Notes

Focusing on the competencies listed periodically revisit the chart and evaluate commitment to the process and progress made.

### Post Lesson and Pre-Lesson Assignments

Continue effective practices, seek improvements, and integrate solutions into daily life. NACE defines career readiness through core competencies essential for workplace success: career development, communication, critical thinking, equity and inclusion, leadership, professionalism, teamwork, and technology. Discuss what is working well and evaluate if something better might work and what that might be. Determine how to best incorporate solution into your life.

### SOURCES

National Association of College and Employers. (2024) What is Career Readiness?  
<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/>

