

# ARE YOU CAREER READY?

\*Adapted from the NACE Career Readiness Competencies



## Critical Thinking/Problem Solving

*Exercise sound reasoning to analyze issues, make decisions, and overcome problems.*

### What does it look like?

The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.



## Oral/Written Communications

*Articulate thoughts and ideas clearly and effectively in written and oral forms to person inside and out of the organization.*

### What does it look like?

The individual has public speaking skills; is able to express ideas to others, and can write/edit memos, letters, and complex technical reports clearly and effectively.



## Teamwork/Collaboration

*Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.*

### What does it look like?

The individual is able to work within a team structure, and can negotiate and manage conflict.



## Information Technology Application

*Select and use appropriate technology to accomplish a given task.*

### What does it look like?

The individual is also able to apply computing skills to solve problems.



## Leadership

*Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.*

### What does it look like?

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.



## 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 work image.*

### What does it look like?

The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.



## Career Management

*Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas of professional growth.*

### What does it look like?

The individual is able to navigate and explore job options, understands and can take the steps