

CAREER READINESS COMPETENCIES

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management. There are eight career readiness competencies, each of which can be demonstrated in a variety of ways. Use the following definitions and behaviors to build your resume. Source: www.naceweb.org

CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Advocate

Assume

Demonstrate

Develop

Display

Embrace

Establish

Identify

Leverage

Maintain

Seek

Volunteer

COMMUNICATION

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Concise

Listening

Negotiation

Nonverbal

Persuasion

Presentation

Public speaking

Reading body language

Storytelling

Verbal communication

Visual communication

Writing correspondence

Writing proposals

Writing reports

Writing skills

CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Adaptability

Artistic aptitude

Creativity

Critical observation

Critical thinking

Design aptitude

Desire to learn

Flexibility

Innovation

Logical thinking

Problem-solving

Research

Resourcefulness

Thinking outside the box

Tolerance of change

Troubleshooting

Value education

Willingness to learn

EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Act

Empower

Diversity awareness

Identify

Include

Influence

Innovate

Intercultural competence

Investigate

Partner

Regard

Respect

CAREER READINESS COMPETENCIES

LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Conflict management	Facilitation	Mentor
Conflict resolution	Give clear feedback	Motivate
Deal-making	Inspire others	Project management
Decision-making	Management	Resolving issues
Delegation	Managing difficult conversations	Successful coaching
Dispute resolution	Managing remote/virtual teams	Supervise
Evaluation	Meeting management	Talent management

PROFESSIONALISM

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Attentiveness	Motivation	Results-oriented
Business ethics	Multitask	Scheduling
Competitiveness	Organization	Self-direction
Compromise	Perseverance	Self-monitor
Dedication	Persistence	Self-supervise
Dependability	Planning	Staying on task
Follow through	Proper business etiquette	Strategic planning
Following direction	Punctuality	Time management
Independence	Reliability	Trainability
Meet deadlines	Resilience	Work well under pressure

TEAMWORK

Build and maintain collaborative relationships to work toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Accepting feedback	Emotional intelligence	Networking
Collaboration	Empathy	Persuasion
Customer service	Establishing interpersonal skills	Self-awareness
Dealing with difficult situations	Dealing with difficult personalities	Selling skills
Dealing with office politics	Intercultural competence	Social skills
Disability awareness	Interpersonal skills	Team-building
Diversity awareness	Influence	Teamwork

TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Analyze data	Database development	Product launch/test
Build	Digital media	Social media
Comply	Encryption	Technical support
Convert	End-user support	Web administration