

Career Readiness Competencies

According to the National Association of Colleges and Employers (NACE), there are seven core competencies employers associate with a candidate's career readiness. After reviewing the competencies and the sample skills listed for each, reflect upon your current job position. Then, list job related tasks that may be associated with the development of your skill sets in each of these areas.

Career Readiness Competencies	Skills	Tasks required for position (Use job description as a resource)
Critical Thinking/ Problem Solving	<ul style="list-style-type: none"> -Obtain, interpret and use knowledge, facts and data -Exercise sound reasoning to analyze issues make decisions & problem solve 	
Professional/ Work Ethic	<ul style="list-style-type: none"> -Demonstrate personal accountability and effective work habits -Understand the impact of non-verbal communication -Demonstrate integrity and ethical behavior -Able to learn from his/her mistakes 	
Career Management	<ul style="list-style-type: none"> -Identify and articulate one's skills, strengths, knowledge and experiences relevant to the desired position -Navigate and explore job options -Identify areas necessary for prof. growth 	
Verbal/Written Communication	<ul style="list-style-type: none"> -Articulate thoughts and ideas clearly and effectively -Public speaking ability -Write/edit memos, letters, reports 	
Technology Application	<ul style="list-style-type: none"> -Apply computing skills to solve problems -Select and use appropriate technology to accomplish a given task 	
Leadership	<ul style="list-style-type: none"> -Assess and manage emotions and those of others -Use empathetic skills to guide and motivate -Leverage strengths of others to achieve common goals and delegate work 	
Teamwork/ Collaboration	<ul style="list-style-type: none"> -Build collaborative relationships with colleagues and customers representing diverse cultures, ages, religions, genders, viewpoints -Work in a team, negotiate and manage conflict 	

Source from: