

# Career Readiness Self-Assessment

Complete the following self-assessment to see what professional competencies you need to develop and practice to be career ready and experience workplace success.

## Scoring Rubric:

- 5 = Expert: You're ahead and fluent in this skill and use it on a regular basis
- 4 = Proficient: You're comfortable using this skill and do so often
- 3 = Capable: You use this skill on a basic level, but have plenty of room to use it more
- 2 = Emerging: You're just starting to explore using this skill
- 1 = Learner: You're a pro and use this skill on daily basis

## Self-Assessment Table

Career Readiness Topics	Description of Topics	Your Score
Communication	Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.	
Teamwork and Interpersonal	Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage one's emotions and conflict with others while contributing towards a common goal.	
Leadership	Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adaptability and effective decision-making.	
Creativity and Problem Solving	Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.	
Professionalism and Work Ethic	Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.	
Global/ Intercultural Perspective	Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.	
Digital Technology	Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.	
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. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.	

## Are You Career Ready? Career Readiness Strategies

Now that you have reflected on what professional competencies you need to develop and practice to be career ready and experience workplace success, use the strategies outlined below to develop personalized career goals. Remember this is your journey and career.

## Your Score:

Levels of Competencies	Points	Strategies
Thriving	41- 50	<ul style="list-style-type: none"><li>• Develop your professional brand and utilize LinkedIn to research your desired career path</li><li>• Pursue your interests and engage in projects in your chosen field. Generate ideas and content that may benefit the field and publish your work (i.e. blog, conference presentations)</li><li>• Maintain a strong network of support with one or more mentors that you can seek advice from</li><li>• Create a 3 to 5-year career plan outlining specific goals and steps to reach them</li></ul>
Achieving	31- 40	<ul style="list-style-type: none"><li>• Attend events to grow and develop your network (i.e. networking mixers, conferences, professional associations)</li><li>• Narrow down your interests and identify an area of specialization in your field (i.e. Biology, specialty in Stem Cell Research)</li><li>• Develop a 1 to 2-year career plan with help from an advisor/counselor/mentor</li><li>• Complete a challenging project that will help you develop your strengths</li></ul>
Aspiring	21 - 30	<ul style="list-style-type: none"><li>• Join additional organizations and attend events outside your comfort zone</li><li>• Meet with a career advisor/counselor to develop a career plan for the next year</li><li>• Seek mentors and conduct informational interviews to explore your interest and help determine your next steps</li><li>• Attend workshops and educational programs to dive deeper into topics that interest you</li></ul>
Emerging	11 - 20	<ul style="list-style-type: none"><li>• Get involved on campus and seek leadership opportunities or involvement in projects</li><li>• Join or create an event/project that aligns with your interests</li><li>• Learn about yourself by completing a career assessment and meet with a career counselor to have your results interpreted</li><li>• Craft a career plan for the next 6 months to 1 year that targets the areas you seek to develop</li></ul>
Growing	1 - 11	<ul style="list-style-type: none"><li>• Visit faculty office hours and attend workshops to gain knowledge and skills</li><li>• Attend events on topics that interest you on campus and in your local community</li><li>• Develop short term goals for each semester with help from your advisor or career counselor</li><li>• Become familiar with and leverage any campus resources related to the areas you wish to improve in (i.e. I will focus on my writing and attend the Writer's Resource Lab)</li></ul>