

Career Readiness Competencies

According to the National Association of Colleges and Employers (NACE), there are eight 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	<ul style="list-style-type: none"> • Make decisions and solve problems using sound, inclusive reasoning and judgment. • Gather and analyze information from a diverse set of sources and individuals to fully understand a problem. 	
Leadership	<ul style="list-style-type: none"> • Inspire, persuade, and motivate self and others under a shared vision. • Seek out and leverage diverse resources and feedback from others to inform direction. 	
Equity & Inclusion	<ul style="list-style-type: none"> • Keep an open mind to diverse ideas and new ways of thinking. • Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities. 	
Communication	<ul style="list-style-type: none"> • Communicate in a clear and organized manner so that others can effectively understand. • Employ active listening, persuasion, and influencing skills. 	
Professionalism	<ul style="list-style-type: none"> • Act equitably with integrity and accountability to self, others, and the organization. • Demonstrate dependability (e.g., report consistently for work or meetings). 	
Career & Self-Development	<ul style="list-style-type: none"> • Identify areas for continual growth while pursuing and applying feedback. • Develop plans and goals for one's future career. 	
Teamwork	<ul style="list-style-type: none"> • Exercise the ability to compromise and be agile. • Collaborate with others to achieve common goals. 	
Technology	<ul style="list-style-type: none"> • Quickly adapt to new or unfamiliar technologies. • Navigate change and be open to learning. 	