

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

Self-Assessment Table

Career Readiness Competencies	Description of Competencies	Your Score
Communication	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	
Teamwork	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	
Leadership	Recognize and capitalize on personal and team strengths to achieve organizational goals.	
Critical Thinking	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	
Professionalism	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	
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-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.	
Technology	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	
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.	

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"> • Develop your professional brand, and utilize LinkedIn to research your desired career path • 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) • Maintain a strong network of support with one or more mentors that you can seek advice from • Create a 3 to 5-year career plan outlining specific goals and steps to reach them
Achieving	31- 40	<ul style="list-style-type: none"> • Attend events to grow and develop your network (i.e. networking mixers, conferences, professional associations) • Narrow down your interests, and identify an area of specialization in your field (i.e. Biology, specialty in Stem Cell Research) • Develop a 1 to 2-year career plan with help from an advisor/counselor/mentor • Complete a challenging project that will help you develop your strengths
Aspiring	21 - 30	<ul style="list-style-type: none"> • Join additional organizations, and attend events outside your comfort zone • Meet with a career advisor/counselor to develop a career plan for the next year • Seek mentors, and conduct informational interviews to explore your interest and help determine your next steps • Attend workshops and educational programs to dive deeper into topics that interest you
Emerging	11 - 20	<ul style="list-style-type: none"> • Get involved on campus, and seek leadership opportunities or involvement in projects • Join or create an event/project that aligns with your interests • Learn about yourself by completing a career assessment, and meet with a career counselor to have your results interpreted • Craft a career plan for the next 6 months to 1 year that targets the areas you seek to develop
Growing	1 - 10	<ul style="list-style-type: none"> • Visit faculty office hours, and attend workshops to gain knowledge and skills • Attend events on topics that interest you on campus and in your local community • Develop short term goals for each semester with help from your advisor or career counselor • 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)