

# Are you career ready?

Career readiness competencies are the accomplishment and demonstration of core skills and abilities that broadly prepare college students for success in the workplace and for lifelong career management.

Career Competency	Definition	Sample Behaviors	Suggested Action
<b>CAREER &amp; SELF-DEVELOPMENT</b>	Proactively develop oneself and one's career through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and networking to build relationships.	<ul style="list-style-type: none"> <li>• Awareness of strengths and areas for development.</li> <li>• Develop plans and goals for one's future career.</li> <li>• Professionally advocate for oneself and others.</li> <li>• Display curiosity; seek out opportunities to learn.</li> <li>• Assume positions that will help one progress professionally.</li> <li>• Network</li> </ul>	Meet with your Career Advisor and complete an interest and career inventory like TypeFocus. Discuss your results with your Career Advisor.
<b>COMMUNICATION</b>	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.	<ul style="list-style-type: none"> <li>• Understand the importance of verbal, written, and non-verbal/body language.</li> <li>• Employ active listening, persuasion, and influencing skills.</li> <li>• Communicate in a clear and organized manner.</li> <li>• Respect diversity of learning styles, varied individual communication abilities, and cultural differences.</li> <li>• Promptly inform others when needing guidance.</li> </ul>	Develop your Elevator Pitch and participate in a practice interview.
<b>CRITICAL THINKING</b>	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.	<ul style="list-style-type: none"> <li>• Make decisions and solve problems using sound, inclusive reasoning and judgment.</li> <li>• Anticipate needs and prioritize next steps.</li> <li>• Summarize and interpret data with an awareness of personal biases that may impact outcomes.</li> <li>• Effectively communicate actions and rationale, recognizing the diverse perspectives.</li> </ul>	Understand how you make decisions and solve problems. Listen to other peoples' perspectives without bias.
<b>EQUITY &amp; INCLUSION</b>	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.	<ul style="list-style-type: none"> <li>• Solicit and use feedback from various perspectives.</li> <li>• Contribute to inclusive and equitable practices that influence change.</li> <li>• Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.</li> <li>• Keep an open mind to diverse ideas and new ways.</li> </ul>	Attend at least one campus event that will allow you to learn about a culture other than your own.
<b>LEADERSHIP</b>	Recognize and capitalize on personal and team strengths to achieve organizational goals.	<ul style="list-style-type: none"> <li>• Inspire, persuade, and motivate self and others.</li> <li>• Use innovative thinking.</li> <li>• Serve as a role model with confidence and positivity.</li> <li>• Motivate and inspire others by encouraging them and by building mutual trust.</li> </ul>	Pursue a student leadership position on campus or take on additional responsibilities in a co-curricular activity.
<b>PROFESSIONALISM</b>	Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.	<ul style="list-style-type: none"> <li>• Act equitably with integrity and accountability to self, others, and the organization.</li> <li>• Maintain a positive personal brand in alignment with organization and personal career values.</li> <li>• Be present and prepared.</li> <li>• Consistently meet or exceed goals.</li> <li>• Have an attention to detail.</li> </ul>	Pursue a summer job or internship that will provide experience working in the setting you wish to work in professionally.
<b>TEAMWORK</b>	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	<ul style="list-style-type: none"> <li>• Listen carefully, taking time to understand and ask appropriate questions without interrupting.</li> <li>• Manage conflict, and respect diverse personalities.</li> <li>• Exercise the ability to compromise and be agile.</li> <li>• Collaborate with others to achieve goals.</li> <li>• Build strong, positive working relationships.</li> </ul>	Join a club/organization/team on campus.
<b>TECHNOLOGY</b>	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.	<ul style="list-style-type: none"> <li>• Navigate change and learn new technologies.</li> <li>• Identify appropriate technology for tasks.</li> <li>• Quickly adapt to new technologies.</li> <li>• Manipulate information, construct ideas, and use technology to achieve strategic goals.</li> </ul>	Activate your Handshake Account and explore new technology.

Meet with your Career Advisor today to understand, develop, strengthen, and communicate these important competencies.

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