

Coffee & Competencies with Career Development

NACE Competencies

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Overview

- **All about NACE**
 - What is NACE?
 - What is 'career readiness'?
 - NAU's 100% Career Ready Initiative
- **Review of NACE Competencies:**
 - Critical Thinking
 - Communication
 - Teamwork
 - Equity & Inclusion
 - Professionalism
 - Technology
 - Career & Self Development
 - Leadership
- **Applying Competencies & Take Aways**



What is NACE?

Established in 1956, the **National Association of Colleges and Employers (NACE)** is a **professional association that connects** over 13,700 college career services professionals, university relations and recruiting professionals, and business solution providers.

NACE is the **leading source of information on the employment of the college educated**, and **forecasts hiring and trends in the job market**; **tracks starting salaries, recruiting and hiring practices**, and **student attitudes and outcomes**; and identifies best practices and benchmarks [*career readiness*].

NACE will:

- Champion diversity, equity, and inclusion.
- Lead dialogue.
- Provide quality research, content, and programming.
- Expand and cultivate community.

NACE values:

- Community.
- Belonging.
- Integrity.
- Innovation.
- Impact.

What is 'Career Readiness'?

*Foundation from which to demonstrate requisite **core competencies** that broadly prepare the college educated for success in the workplace and lifelong career management...*

*The key to ensuring **successful entrance** into the workplace...*

*... the new career currency to source talent, providing **a means of identifying key skills and abilities** across all job functions.*

Provides the framework for addressing career-related goals and outcomes to create meaningful experiences from curricular and extracurricular activities, regardless of the student's field of study.

NAU 100% Career Ready Initiative

NAU's 100% Career Ready Initiative emphasizes the broad and diverse opportunity for gaining skills, to include experiences like:



Formal Education



Part Time & Full Time Jobs



Co-Curricular Organizations & Membership



Deliberate Practice



Experiential Learning



Coaches & Mentors & Experts



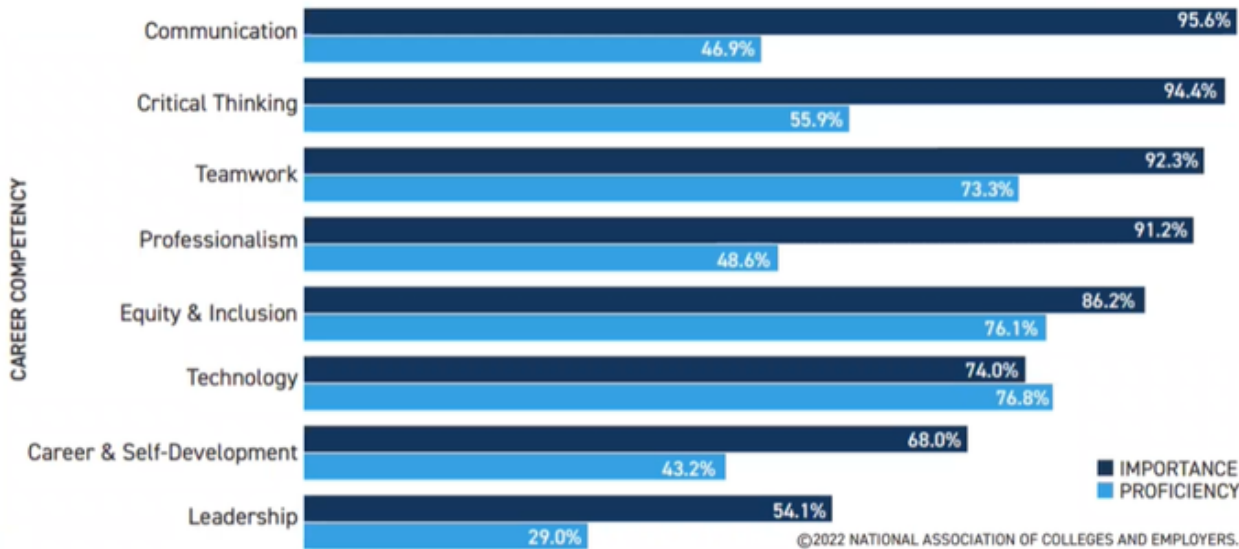
Informal Learning

NACE Core Competencies:

COMPETENCIES	IMPORTANCE
Critical Thinking	98.5%
Communication	98.5%
Teamwork	97.7%
Equity & Inclusion	85.4%
Professionalism	86.9%
Technology	81.5%
Career & Self-Development	70.0%
Leadership	58.5%

NAU Application:

FIGURE 46: IMPORTANCE VS. PROFICIENCY ON CAREER READINESS COMPETENCIES, BY PERCENT OF RESPONDENTS



To what extent has NAU facilitated your development in the following skills up to this point?
Percentage of responses that were "Quite a Bit" or "Very Much"



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information



Sample Behaviors:

- 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.
- Proactively **anticipate needs** and **prioritize** action steps.
- Accurately **summarize** and **interpret** data with an awareness of personal biases that may impact outcomes.
- **Effectively communicate actions and rationale**, recognizing the diverse perspectives and lived experiences of stakeholders.
- **Multi-task** well in a fast-paced environment.

Discussion...

In what ways do you utilize critical thinking in your current role to be more efficient?

How could effective use of critical thinking skills improve one area in your role/department?

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization



Sample Behaviors:

- Understand the importance of and demonstrate **verbal, written, and non-verbal/body** language, abilities.
- Employ **active listening**, persuasion, and influencing skills.
- Communicate in a **clear and organized** manner so that others can effectively understand.
- Frame communication with **respect to diversity of learning styles**, varied individual communication abilities, and cultural differences.
- **Ask appropriate questions** for specific information from supervisors, specialists, and others.
- **Promptly inform** relevant others when needing guidance with assigned tasks.

Discussion...

What methods of communication do you utilize that are effective? Are those methods different between students and peers?

How could you improve your communication with colleagues and students?

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities



Sample Behaviors:

- **Listen** carefully to others, taking time to **understand and ask appropriate questions** without interrupting.
- Effectively **manage conflict**, interact with and respect diverse personalities, and meet ambiguity with resilience.
- **Be accountable** for individual and team responsibilities and deliverables.
- Employ personal strengths, knowledge, and talents to **complement** those of others.
- Exercise the ability to **compromise** and be agile.
- **Collaborate** with others to achieve common goals.
- **Build strong, positive working relationships** with supervisor and team members/coworkers.

Discussion...

In what ways do you foster collaborative professional relationships in your department?

In the past, how has teamwork broken down and failed to produce positive working relationships? What could have been done differently?

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-racist practices that actively challenge the systems, structures, and policies of racism

Sample Behaviors:

- **Solicit and use feedback** from multiple cultural perspectives to make inclusive and equity-minded decisions.
- Actively contribute to **inclusive and equitable practices** that influence individual and systemic change.
- **Advocate** for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.
- Seek **global cross-cultural interactions and experiences** that enhance one's understanding of people from different demographic groups and that leads to personal growth.
- Keep an **open mind** to diverse ideas and new ways of thinking.
- **Identify resources and eliminate barriers** resulting from individual and systemic racism, inequities, and biases.
- Demonstrate **flexibility** by adapting to diverse environments.



Discussion...

Within your role, how can you/ do you advocate for inclusion, equitable practices, and justice?

What barriers to Equity & Inclusion have you faced or are currently facing?

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace



Sample Behaviors:

- Act **equitably with integrity** and **accountability** to self, others, and the organization.
- Maintain a **positive personal brand** in alignment with organization and personal career values.
- Be **present and prepared**.
- Demonstrate **dependability** (e.g., report consistently for work or meetings).
- **Prioritize** and complete tasks to accomplish organizational goals.
- Consistently meet or exceed **goals and expectations**.
- Have an **attention to detail**, resulting in few if any errors in their work.
- Show a **high level of dedication** toward doing a good job.

Discussion...

Traditionally, how have you defined professionalism for yourself and how did you model that for your peers?

What is one aspect of professionalism you could improve upon and how?

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals



Sample Behaviors:

- Navigate **change** and **be open** to learning new technologies.
- Use technology to **improve efficiency and productivity** of their work.
- **Identify** appropriate technology for completing specific tasks.
- **Manage technology** to integrate information to support relevant, effective, and timely decision-making.
- **Quickly adapt** to new or unfamiliar technologies.
- Manipulate information, construct ideas, and use technology to **achieve strategic goals**.

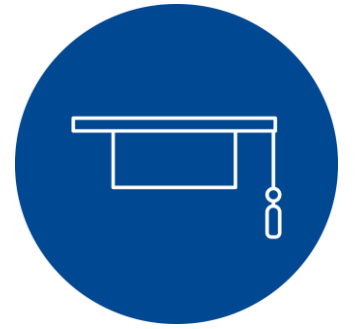
Discussion...

Has technology changed the way that you complete your work? If so, what changed, and did it enhance your efficiency?

In what ways has technology been a challenge and hindered your ability to 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.



Sample Behaviors:

- Show an **awareness** of own strengths and areas for development.
- Identify areas for **continual growth** while pursuing and applying feedback.
- Develop **plans and goals** for one's future career.
- Professionally **advocate** for oneself and others.
- Display **curiosity**; seek out opportunities to learn.
- **Assume** duties or positions that will help one progress professionally.
- **Establish, maintain, and/or leverage relationships** with people who can help one professionally.
- Seek and embrace **development** opportunities.
- Voluntarily participate in further education, training, or other events to **support one's career**.

Discussion...

How do you personally ensure that you have continual growth and development within your role?

What areas of development do you feel are lacking in your field/department?

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals



Sample Behaviors:

- Inspire, persuade, and motivate **self and others** under a shared vision.
- Seek out and **leverage** diverse resources and feedback from others to inform direction.
- Use **innovative thinking** to go beyond traditional methods.
- Serve as a **role model** to others by approaching tasks with confidence and a positive attitude.
- **Motivate and inspire** others by encouraging them and by building mutual trust.
- Plan, initiate, manage, complete, and evaluate **projects**.

Discussion...

In your role, how have you inspired and motivated your colleagues and students?

What are some resources/non-traditional methods that could aid in recognizing personal and team strengths?

Tying it all to 100% Career Ready

*If 'career readiness' is seen as a **foundation** for ongoing career success post-graduation, the foundation is being built **RIGHT NOW***



Regardless of the various roles of our students, **transferability exists**. Support your students in seeing that transferability between classes, clubs/orgs, volunteer experiences, passions, interests, assignments, their job, etc. so they can continue to use those **tools** throughout their life.

Take Aways

Questions to consider:

- How can we incorporate these skills into conversations with students?
- How do we help our teams strengthen these skills individually and departmentally?
- Do these competencies compliment other competencies such as NASPA or ACPA?
- Can these competencies be incorporated into departmental visions and missions?

Thank you!