

NACE Career Competencies

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RESOURCE	Guide

Career Readiness Worksheet: Skills, Growth, and Self-Reflection

What is Career Readiness

As defined by the National Association of Colleges and Employers (NACE), made up of folks across industries, institutions, and experiences, 'career readiness' is a foundation of core competencies or skills that prepare students and those college educated across industries and disciplines to be successful in their workplace and allow for lifelong career achievement. Career readiness is a key contributing factor to success post graduation, particularly when considering the first job out of college.

Career Core Competencies

You may have heard the terms "soft" and "hard" skills where soft skills are time management or conflict management while hard skills are proficiency in Adobe or project management. The reality is folks will always have industry specific experiences and skills that are important to employers and allow individuals to be competitive within their field. It is really in the "soft" skills, or as they are better referred to as, transferable skills or competencies, an individual is really able to stand out amongst the other candidates. Employers are reporting they seek the following skills in their recently graduated, new hires:

- Career & Self Development
- Communication
- Critical Thinking
- Equity & Inclusion
- Leadership
- Professionalism
- Teamwork
- Technology

Why is it important?

Career readiness provides individuals the opportunity to consider their skills within, throughout, and alongside their various experiences be it through classroom learning, on campus employment, organization membership, volunteering, etc. Knowing how to talk about your skills is crucial. College students are immersed in chances to learn new things, stretch and grow in their confidence, and consider what they are good at. But, when talking about their experiences to future employers, there is a disconnect in confidence and demonstrated ability.



This activity can help you explore the different NACE career competencies, or skills, consider the ways you have gained experience in this skills or demonstrated proficiency, and think through ways you can personally explore strengthening these skills throughout your time as a student employee and college student. Though NACE has the specific eight categories of competencies, there are some blank spaces included for you to fill in with additional skills or competencies you want to explore and assess for yourself.

Competency	Definition Competency defined by NACE:	Skill Mapping In what ways have you demonstrated this skill in your experiences already?	Strengthening Skill What can you do to continue to strengthen this skill?
Career & Self Development	<i>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.</i>	Ex. Joining a club that interests you or aligns with your career goals.	Ex. Attending a conference for an organization in your major or career field.
Communication	<i>Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.</i>	Ex. Working the front desk of a department and answering phones, responding to emails, and supporting patrons.	Ex. Sending follow up emails after a group meeting to recap the plan that was discussed and allow confirmation or adjustments from your groupmates.
Critical Thinking	<i>Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.</i>	Ex. Determining when you do not know how to accomplish a task and asking mindful and purposeful questions to seek clarity.	Ex. Attempting to find the answer using all potential resources to a question from a patron before asking your supervisor for help.
Equity & Inclusion	<i>Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures.</i>	Ex. Engaging in dialogue to learn about those different from you by asking open-ended questions and being unbiased.	Ex. Attending a club or organization meeting affiliated with an identity or belief different from your own.

Leadership	<i>Recognize and capitalize on personal and team strengths to achieve organizational goals.</i>	Ex. Approaching work tasks with confidence and positivity while getting others excited about the tasks.	Ex. Asking your supervisor to lead the next team meeting at work or even the ice breaker that kicks off the meetings.
Professionalism	<i>Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.</i>	Ex. Attending class and being prompt and timely when arriving.	Ex. Carry out a career conversation with someone in a position or job you would like to learn more about.
Teamwork	<i>Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities</i>	Ex. Considering others' needs when working with a group of people who learn and process in different ways.	Ex. Be the point person in your next class or work project and coordinate the various needs of the task while honoring the voices of your team.
Technology	<i>Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.</i>	Ex. Learning how to set up your Google or Outlook calendar to put deadlines for assignments and work tasks in a central location.	Ex. Ask your supervisor to create the flier for an event, send the calendar invite for your next team meeting, or run a report to gain data insight based on your role and scope.

Which competency or competencies do you feel most confident in?

Which competency or competencies do you want to focus on strengthening and why?

1.

2.

What do you need from your supervisor while you strengthen this competency/these competencies?

References: <https://www.nacweb.org/career-readiness/competencies/career-readiness-defined>