

CAREER READINESS COMPETENCIES



Career Development

Develop a deeper understanding of self to enhance the exploration of careers, connections, and opportunities. Acknowledge, integrate, and express personal skills strengths, and past experiences within the job/internship, and graduate school process.



Communications

Engage in intentional and comprehensive interactions regarding ideas, knowledge, and perspectives with diverse audiences.



Critical Thinking and Problem Solving

Identify issues and provide informed decisions and/or strategies based on research, analysis, and evaluation.



Digital Literacy

Use technologies ethically to complete tasks, accomplish goals, and connect globally. Understand and develop digital skills specific to industry needs.



Equity and Inclusion

Demonstrate commitment to equitable engagement and analysis to combat systems, structures, and policies of oppression. Actively engage in understanding and valuing identities, differences, and common ground to cultivate cultural humility.



Leadership

Recognize, respect, develop, and amplify the unique strengths of individuals from all backgrounds as an active team member in a group that achieves a shared vision.



Teamwork/Collaboration

Form partnerships that work toward equitable goal(s), while integrating diverse viewpoints and responsibilities with respect to individuals.



Work Ethic

Understand components of the work environment while acting in alignment with personal and organizational interest and values.

SAMPLE BEHAVIORS

Career Development



- Develop plans and goals for one's future career.
- Show an awareness of own strengths and areas for development while pursuing and applying feedback.
- Display curiosity; seek out opportunities to learn and develop, including further education and training.
- Assume responsibilities and establish relationships that will help one progress professionally.

Communications



- Understand the importance of and demonstrate clear verbal, written, and non-verbal communication.
- Employ active listening, persuasion, and influencing skills.
- Frame communication with respect to diversity of learning styles, communication abilities, and cultural differences.
- Ask appropriate and timely questions for guidance from supervisors, specialists, and others.

Critical Thinking and Problem Solving



- Effectively communicate actions and rationale, recognizing diverse perspectives and lived experiences of others.
- Gather information to make decisions and solve problems using sound, inclusive reasoning, and judgment.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.

Digital Literacy



- Identify and use appropriate technology to complete specific tasks, improve efficiency, and productivity of work.
- Navigate change and be open to learning new technologies.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Adapt to new technologies to construct ideas and achieve strategic goals.

Equity and Inclusion



- Solicit and use feedback from multiple perspectives to make inclusive and equity-minded decisions.
- Advocate for inclusive, equitable, and just practices that influence individual and systemic change.
- Learn about one's identities and systemic inequities to personally grow.
- Pursue global, cross-cultural experiences that enhance one's understanding of people from different groups.

Leadership



- Inspire, persuade, and motivate self and others under a shared vision and mutual trust.
- Use innovative thinking to go beyond traditional methods.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Plan, initiate, manage, complete, and evaluate projects.

Teamwork/Collaboration



- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Exercise the ability to collaborate, engage in active listening, and be agile to achieve common goals.
- Build strong, positive working relationships with supervisor and team members/coworkers.

Work Ethic



- Act ethically 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 with few errors and demonstrate dependability.
- Prioritize and complete tasks with few (if any) errors to accomplish organizational goals and meet expectations.