

CAREER READINESS SELF ASSESSMENT / REFLECTION

▶ STEP 1—Self Assessment

Read through the following Career Readiness Competencies published by the National Association of Colleges and Employers (NACE) in 2021. Evaluate your current development in each area and identify your next steps for developing each competency further in the space provided.

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.

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Attend networking events and speak to other professionals in your desired field
- » Seek out relevant professional development or experiences to build on areas in need of growth
- » Ask for feedback from managers about areas you could improve, take steps to address these areas

My next steps for developing this competency:

Communication

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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Develop and deliver a presentation for class
- » Check for understanding by asking clarifying questions
- » Proofread emails to ensure you are using proper professional etiquette

My next steps for developing this competency:

Critical Thinking

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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Develop action plans with specific steps to solve a problem
- » Brainstorm solutions to a problem before bringing it to a supervisor
- » Activate your mind (read, do puzzles, write, etc.)

Equity and 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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Attend an event on campus that encourages you to step outside your comfort zone
- » Engage in conversation with individuals who have different perspectives than your own
- » Participate in a study abroad or volunteer experience to broaden you understanding of others

Leadership

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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Take on a leadership position in a club, organization, or project
- » Demonstrate initiative at your job or academics by seeking out additional responsibilities
- » Motivate team member with a positive attitude, leverage their strengths when delegating work

My next steps for developing this competency:

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Professionalism

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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Use a planner or calendar app to prioritize assignments and deadlines
- » Ensure all communication (including email) to supervisors/professors is in a professional format and is free of spelling/grammar errors
- » Review your social media through the eyes of a future employers and determine appropriateness

Teamwork

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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Collaborate with others on a class project where responsibility is shared no divided
- » Handle difficult conversations in person and with respect
- » Consider others perspectives before making decisions

Technology

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

- Need to Develop
- Currently Developing
- Excelling

Ways to develop this competency:

- » Familiarize yourself with features of commonly used applications in your field (MS Excel, Salesforce, AutoCAD, etc.)
- » Approach new technology with a “can do” attitude, and ask other s for help when needed
- » Ask yourself if there is a more efficient way to do something using tech.

My next steps for developing this competency:

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