

**NCC Center for Career Development *Student Assessment and  
Guide to Developing "Career Ready Competencies"***

*(Adapted from Virginia Tech - Professional Competency Self-Assessment Tool)*

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The National Association of Colleges and Employers (NACE) have identified the following eight core competencies associated with career readiness for college students entering the workplace. The assessment and guide are focused on giving students, early in their career development process, a basis for identifying their developmental needs and some direction on how to develop and practice these core competencies. In addition, a "Career Readiness Competency Experience Log" is included that is designed to help you record specific experiences and situations where you have practiced and utilized these career ready competencies.

<b>Critical Thinking / Problem Solving:</b>
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Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. Think critically and strategically to develop original ideas and innovative solutions.

**Competency Assessment:**

Basic (Need to Develop)    Intermediate (Developing Skill)    Advanced (Definite Strength)

**Ways to Develop this Competency:**

- Think about a recent experience where you solved a problem either on the job or in the classroom using an innovative solution. What was your action plan to solve the problem? How did you develop the solution? Use the Career Readiness Competency Experience Log to record your actions and the outcomes/accomplishments.
- Brainstorm a solution to a problem that you are facing in the classroom or workplace. Share your solution with a coworker, supervisor or professor.

**Development Action Plan for this Competency:**

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<b>Teamwork / Collaboration</b>
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Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Manage ones emotions and conflict with others while contributing towards a common goal.

**Competency Assessment:**

Basic (Need to Develop)    Intermediate (Developing Skill)    Advanced (Definite Strength)



**Ways to Develop this Competency:**

- Join a club or get involved in other extracurricular or outside volunteer activities that give you the opportunity to work with others and develop your teamwork and collaboration skills.
- Collaborate with others on a class project where expectations are set for shared responsibilities and a team based solution.

**Development Action Plan for this Competency:**

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**Leadership**

Motivate, organize, and delegate work by leveraging the strengths of individuals. Use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adaptability and effective decision-making.

**Competency Assessment:**

Basic (Need to Develop)    Intermediate (Developing Skill)    Advanced (Definite Strength)

**Ways to Develop this Competency:**

- Leadership skills can be gained in many roles including; acting as a mentor, club leader, class project leader, volunteer organization or activity leader, and various on the job work leader positions
- Join an on campus club and take on a leadership / officer role.
- Demonstrate initiative at your job/internship by taking on additional responsibilities.
- Motivate team members with a positive attitude and leverage their strengths when delegating work.

**Development Action Plan for this Competency:**

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## Communications (Oral/Written)

Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. Effectively deliver information in person, in writing, and in a digital world.

### **Competency Assessment:**

Basic (Need to Develop)    Intermediate (Developing Skill)    Advanced (Definite Strength)

### **Ways to Develop this Competency:**

- Good communication skills are essential to your success and can be practiced in and out of the classroom. Take advantage of classroom opportunities such as presentations, discussions and one-on-one conversations to practice your oral communication skills.
- Come to the Career Center to work with the staff on your “Elevator Speech”, practice interviewing, and coaching on how to develop effective and concise resumes.
- Attend a Career Expos or other event and practice interpersonal communication skills with employers in a relaxed networking environment.

### **Development Action Plan for this Competency:**

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## Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

### **Competency Assessment:**

Basic (Need to Develop)    Intermediate (Developing Skill)    Advanced (Definite Strength)

### **Ways to Develop this Competency:**

- The Career Center staff can help you understand how to leverage LinkedIn and other online job search tools.
- Build your proficiency in the Microsoft Office suite of applications (Excel, Word and Power Point) by utilizing them on class assignments. Work with your professors and fellow students to increase your skills across these and other software applications.
- Complete online tutorials for key applications to increase your skills and knowledge.



**Development Action Plan for this Competency:**

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**Professionalism / Work Ethic**

Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence. Understanding workplace expectations and norms as well as developing a good work ethic are essential to your successful transition to the workplace.

**Competency Assessment:**

Basic (Need to Develop)    Intermediate (Developing Skill)    Advanced (Definite Strength)

**Ways to Develop this Competency:**

- Using a planner / calendar to track assignment due dates and manage your time is a good practice to help you meet deadlines.
- Conduct an “informational interview” with someone in your targeted career field and attend Career Expos to gain an understanding of expectations and workplace norms.
- Reflect on a recent challenge and identify areas of growth and improvement for the future.
- Observe and practice good work habits in the classroom, on the job during internships and volunteer activities. Discuss these practices with a mentor or Career Center Counselor.

**Development Action Plan for this Competency:**

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**Career Management**

A key element of career management is discovery and being challenged to understand your potential including talents and passions. Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Competency Assessment:**

Basic (Need to Develop) Intermediate (Developing Skill) Advanced (Definite Strength)

**Ways to Develop this Competency:**

- Utilize the Career Center staff to assist you in identifying careers that match your interests and talents (Choices 360 Assessment).
- Use the opportunities that are presented in the classroom, internships and career related events to explore different interests, industries and areas of study.
- Explore different career options and expectations by conducting informational interviews with professionals in your fields of interest and industries.
- Pursue externships with organizations in your career field to gain an understanding of job content, career expectations and options.

**Development Action Plan for this Competency:**

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**Global / Intercultural Fluency**

Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

**Competency Assessment:**

Basic (Need to Develop) Intermediate (Developing Skill) Advanced (Definite Strength)

**Ways to Develop this Competency:**

- The Career Center staff can help you understand how you can develop good interpersonal skills through internship and volunteer opportunities.
- Participate in multi-cultural events and/or join an on campus club to gain perspectives of others who come from different backgrounds.

**Development Action Plan for this Competency:**

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**Career Ready Competency Log: Detail your experience**

**Career Competencies:**

- Critical Thinking
- Teamwork/Collaboration
- Application Leadership
- Career Management
- Oral/Written Communications
- Information Technology
- Professionalism/Work Ethic
- Global/Intercultural Fluency

<b>Where:</b>	<b>Job Duties/ Responsibilities</b>	<b>What I Actually Do (or did)</b>	<b>Career Readiness Competencies Developed</b>
Classroom			
Internship			
Job			
Club			
Volunteer			
Activity			
Other (specify)			