






WHAT IS CAREER READINESS?

Career Readiness provides a framework for addressing career-related goals and outcomes of curricular and co-curricular activities. It is the key to a successful entrance to the workforce.

Career readiness is defined by National Association of Colleges and Employers. There are 8 Career Readiness competencies that are important to develop during your time in school. These competencies are essential for any position in any field. Campus employment is a leading way to get career ready!

COMPETENCY	DEFINITION	SAMPLE BEHAVIORS
 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.	<ul style="list-style-type: none">• 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.
 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.	<ul style="list-style-type: none">• 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.
 Teamwork	Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.	<ul style="list-style-type: none">• 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.

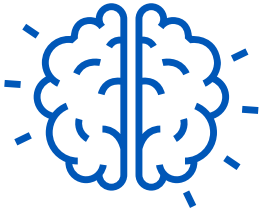
Communication



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

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.

Critical Thinking



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

- 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.

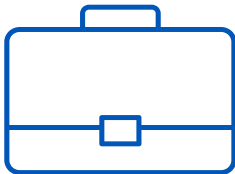
Leadership



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

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.

Professionalism



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

- 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.

Technology



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

- Navigate change and be open to learning new technologies.
- Use technology to improve efficiency and productivity of their work.



Now that you know what the 8 competencies are, take the Self Evaluation and rate how developed you think you are in each one of them!



CAREER READINESS SELF EVALUATION

Now that you know what the 8 competencies are, rate how developed you think you are in each of them on a scale of 1 to 5.

COMPETENCY	RATING 1 (NOT DEVELOPED) TO 5 (VERY DEVELOPED)				
Career & Self-Development	1	2	3	4	5
Equity & Inclusion	1	2	3	4	5
Teamwork	1	2	3	4	5
Communication	1	2	3	4	5
Critical Thinking	1	2	3	4	5
Leadership	1	2	3	4	5
Professionalism	1	2	3	4	5
Technology	1	2	3	4	5

Which two of the competencies do you feel most confident in right now? What experiences have you had that helped you develop these competencies?

COMPETENCY	EXPERIENCE

Which two of the competencies do you feel weakest in? What steps can you take this school year to develop in these competencies

COMPETENCY	STEPS TO TAKE