

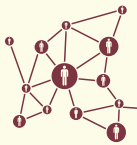
CAREER READINESS COMPETENCIES



The Professional & Soft
Skills All Employers
Want

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.



COMMUNICATION

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



CRITICAL THINKING

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



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.



LEADERSHIP

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



PROFESSIONALISM

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



TEAMWORK

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



TECHNOLOGY

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



Competencies in Action

CAREER & SELF-DEVELOPMENT

1. Show an awareness of own strengths and areas for development.
2. Identify areas for continual growth while pursuing and applying feedback.
3. Develop plans and goals for one's future career.

COMMUNICATION

1. Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
2. Employ active listening, persuasion, and influencing skills.
3. Communicate in a clear and organized manner so that others can effectively understand.

CRITICAL THINKING

1. Make decisions and solve problems using sound, inclusive reasoning and judgment.
2. Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
3. Proactively anticipate needs and prioritize action steps.

EQUITY & INCLUSION

1. Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
2. Actively contribute to inclusive and equitable practices that influence individual and systemic change.
3. Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.

LEADERSHIP

1. Inspire, persuade, and motivate self and others under a shared vision.
2. Seek out and leverage diverse resources and feedback from others to inform direction.
3. Use innovative thinking to go beyond traditional methods.

PROFESSIONALISM

1. Act equitably with integrity and accountability to self, others, and the organization.
2. Maintain a positive personal brand in alignment with organization and personal career values.
3. Be present and prepared.

TEAMWORK

1. Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
2. Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
3. Be accountable for individual and team responsibilities and deliverables.

TECHNOLOGY

1. Navigate change and be open to learning new technologies.
2. Use technology to improve efficiency and productivity of their work.
3. Identify appropriate technology for completing specific tasks.

