

Career Readiness Competencies

Developed from the National Association of Colleges and Employers Career Competencies



Career & Self Development

- Awareness of Strengths & Challenges
- Professional Development
- Networking

I **reflect** on my interests and abilities, **research** future opportunities, and **network** with others inside and outside of Clark to clarify my future career goals, build relationships, and engage in self-development at Clark and beyond.

Communication

- Oral Communication
- Written Communication
- Non-verbal Communication
- Active Listening

I **clearly express my ideas** both orally and in writing, and can adjust my messaging accordingly based on audience and purpose.

Critical Thinking

- Display Situational Awareness
- Gather & Analyze Data
- Make Effective & Fair Decisions

I **engage in critical thinking**, applying my knowledge to analyze and evaluate complex realities.

Equity & Inclusion

- Engage Multiple Perspectives
- Use Inclusive & Equitable Practices
- Advocate

I combine my academic knowledge and lived experiences to **create an inclusive and equitable environment** through a culture of belonging and acceptance. I work together to challenge unjust systems and engage in anti-oppressive practices.

Leadership

- Inspire, Persuade, & Motivate
- Engage Resources & Seek Feedback
- Facilitate Group Dynamics

I **identify and utilize my unique strengths** as an individual, team member, or leader towards shared goals or projects.

Professionalism

- Act with Integrity
- Demonstrate Dependability
- Achieve Goals

I **demonstrate professionalism** through my actions that display courtesy, understanding, and respectful engagement with the larger community and workplaces.

Teamwork

- Build Relationships for Collaboration
- Respect Diverse Perspectives
- Integrate Strengths

I **work collaboratively** with each other, sharing responsibility and navigating diverse viewpoints.

Technology

- Leverage Technology
- Adapt to New Technology
- Use Technology Ethically

I **use a variety of technologies** to support my learning and enhance efficiencies.

How to develop Career Readiness Competencies?

Career & Self Development

Steps to Take:

- Attend career fairs, workshops, & networking events
- Set personal goals each semester
- Participate in job shadowing or information interviews

Campus Resources:

- Career Connections Center
 - Office of Student Employment
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Communication

Steps to Take:

- Preparing for class presentations
- Maintaining a blog.
- Writing outreach emails or public speaking for club, student employment, or personal activities.

Campus Resources:

- Writing Center
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Critical Thinking

Steps to Take:

- Research projects and case studies
- Class discussions and reflection points
- Internships or other similar experiences that require you to make decisions, based on the available information.

Campus Resources:

- Professors
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Equity & Inclusion

Steps to Take:

- Study Abroad
- Join a cultural organization
- Complete training/workshops in understanding unconscious bias and inclusive leadership.

Campus Resources:

- Study Abroad Office
 - Student Leadership, Identity, & Community Engagement (SLICE)
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Leadership

Steps to Take:

- Organize events or community projects
- Take on a leadership role such as a Resident Advisor, Peer Mentor, team captain, Executive Board member etc.

Campus Resources:

- SLICE
 - Athletics
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Professionalism

Steps to Take:

- Upholding responsibilities of a job, internship
- Demonstrating punctuality and engagement in courses
- Managing deadlines and priorities as part of a team project or job.

Campus Resources:

- Office of Student Employment
 - Career Connections Center
 - SLICE
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Teamwork

Steps to Take:

- Group projects
- Collaborative research
- Team sports, student government, clubs/organizations

Campus Resources:

- Office of Student Employment
 - Career Connections Center
 - SLICE
-

Technology

Steps to Take:

- Digital tools for assignments
- Industry specific technologies
- LinkedIn Learning

Campus Resources:

- ITS

