

Career Readiness Competencies



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 outside of 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.



CAREER READINESS COMPETENCIES

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The *National Association of Colleges and Employers* has surveyed employers and found that there are 8 major categories of career skills that make a candidate career ready. The full list of 8 career competencies and a few sample behaviors that align with them are below. Find more sample behaviors at wm.edu/career.

Career & Self Development

- Show an awareness of own strengths and areas for development.
- Develop plans and goals for one's future career.
- Display curiosity; seek out opportunities to learn.
- Identify areas for continual growth while pursuing and applying feedback.

Communication

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.

Critical Thinking

- 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.
- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.
- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.

Equity & Inclusion

- Actively contribute to inclusive and equitable practices that influence individual and systemic change.
- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.
- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.
- Keep an open mind to diverse ideas and new ways of thinking.

Leadership

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.
- Use innovative thinking to go beyond traditional methods.

Professionalism

- 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.
- Demonstrate dependability; be prepared and present.
- Consistently meet or exceed goals and expectations.
- Be present and prepared.
- Prioritize and complete tasks to achieve organizational goals.

Teamwork

- 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.
- Exercise the ability to compromise and be agile.
- Build strong, positive working relationships with supervisor and team members/coworkers.
- Be accountable for individual and team responsibilities and deliverables.

Technology

- Navigate change and be open to learning new technologies.
- Identify appropriate technology for completing specific tasks.
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- Use technology to improve efficiency and productivity of their work.
- Quickly adapt to new or unfamiliar technologies