Are You Career Ready?

NACE Career Competencies
Spring 2021
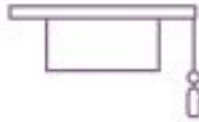
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What Are Employers Looking For?

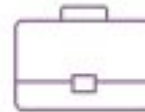# NACE Career Competencies-2021

Career & Self-Development

Leadership

Communication

Professionalism

Critical Thinking

Teamwork

Equity & Inclusion

Technology

What is Career-Readiness?

- Key to ensuring successful entrance into the workforce

- The foundation upon which a successful career is launched

- It is, quite simply, the new career currency

Career and 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.

Career and Self-Development

Sample Behaviors

- **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.**
- Professionally advocate for oneself and others.
- **Display curiosity; seek out opportunities to learn.**
- Assume duties or positions that will help one progress professionally.
- Establish, maintain, and/or leverage relationships with people who can help one professionally.
- **Seek and embrace development opportunities.**
- Voluntarily participate in further education, training, or other events to support one's career.

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Communication

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

Communication

Sample Behaviors

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- **Promptly inform relevant others when needing guidance with assigned tasks.**
- Employ active listening, persuasion, and influencing skills.
- **Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.**
- Communicate in a clear and organized manner so that others can effectively understand.
- **Ask appropriate questions for specific information from supervisors, specialists, and others.**

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Critical Thinking

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

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Critical Thinking

Sample Behaviors

- **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.
- **Proactively anticipate needs and prioritize action steps.**
- 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.
- **Multi-task well in a fast-paced environment.**

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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.

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Equity & Inclusion

Sample Behaviors

- **Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.**
- 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.
- **Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.**
- 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.**
- Demonstrate flexibility by adapting to diverse environments.
- Address systems of privilege that limit opportunities for members of historically marginalized communities.

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Leadership

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

Leadership

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

Professionalism

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

Professionalism

Sample Behaviors

- Act equitably with integrity and accountability to self, others, and the organization.
- **Be present and prepared.**
- Maintain a positive personal brand in alignment with organization and personal career values.
- **Demonstrate dependability (e.g., report consistently for work or meetings).**
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- **Have an attention to detail, resulting in few if any errors in their work.**
- Show a high level of dedication toward doing a good job.

Teamwork

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

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Teamwork

Sample Behaviors
- **Collaborate with others to achieve common goals.**
- 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.
- **Be accountable for individual and team responsibilities and deliverables.**
- Employ personal strengths, knowledge, and talents to complement those of others.
- **Exercise the ability to compromise and be agile.**
- Build strong, positive working relationships with supervisor and team members/coworkers.

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Technology

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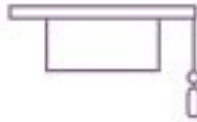
Technology

Sample Behaviors
- **Navigate change and be open to learning new technologies.**
- Use technology to improve efficiency and productivity of their work.
- **Identify appropriate technology for completing specific tasks.**
- Manage technology to integrate information to support relevant, effective, and timely decision-making.
- **Quickly adapt to new or unfamiliar technologies.**
- Manipulate information, construct ideas, and use technology to achieve strategic goals.

NACE Career Competencies- Connections
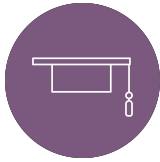
Career & Self Development Connections

On your resume and cover letter...
- Demonstrate that you have a curiosity to learn and seek out opportunities to grow your skills

In an interview….
- Communicate that you understand what your strengths and weaknesses are (and how you can work on your weaknesses)
- Communicate clearly why you are interested in the position

Communication Connections

On your resume and cover letter...
- Proofread many times to avoid errors
- Demonstrate communication skills through bullet points

Ex. Assist customers that have complaints and try to come to a resolution; seek information and clarification about the nature of the complaint

In an interview….
- Provide example of developing and delivering a presentation for a class
- Check for understanding by asking clarifying questions

Critical Thinking Connections

On your resume and cover letter...
- Use the keywords that you find in the position description in your resume and cover letter
- Incorporate research that you have conducted on the organization to demonstrate you understand the company

In an interview….
- Incorporate research that you have conducted on the organization to demonstrate you understand the company… and make connections to your work, skills, and experiences
- Reflect the keywords and competencies in your answers

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Equity & Inclusion Connections

On your resume and cover letter...
- Demonstrate that you have worked as part of a team with diverse members
- Demonstrate understanding of other cultures and perspectives by gaining experience working with these individuals (by volunteering, being involved in a club, part time work, service learning, etc.)

In an interview….
- Discuss times that you have worked with someone that has a different background than you
- Highlight professional development opportunities that you have pursued or participated in

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Leadership Connections

On your resume and cover letter...
- Discuss when you took on a leadership role in a group project and/or completion of a capstone project.
- Demonstrate a time that you took initiative by taking on additional responsibilities.

In an interview….
- Reflect a recent challenge and identify areas of growth and improvement for the future
- Discuss a time that you took initiative and took the lead

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Professionalism Connections

On your resume and cover letter...
- Demonstrate dependability (e.g., report consistently for work or meetings)
- Show that you have an attention to detail, by providing a resume and cover letter with no errors on it

In an interview….
- Provide an example of a time in which you prioritized and completed tasks to accomplish organizational goals.
- Demonstrate that you consistently met or exceeded goals and expectations
- Give an example of how you have a high level of dedication toward doing a good job.

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Teamwork Connections

On your resume and cover letter...
- Showcase a time that you worked as part of a team

In an interview….
- Discuss a time in which you collaborated with others on a class project where responsibility is shared and not divided.
- Provide an example of a time when you considered others' perspectives before making a decision and sought out participation from your teammates

Technology Connections

On your resume and cover letter...
- Include a Computer or Technology Skills section and include that you have these skills
- Provide an URL link to your LinkedIn profile

In an interview….
- Provide an example of when you utilized databases/software/technology to complete homework assignments and group project work

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Career Readiness

What Is Career Readiness?

In conclusion...

Make connections and have an example for each competency so you can leverage your skills

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