

Are You Career Ready?

Suggested timeframe of completion: Beginning of School Year- December 20

At the end of the day, your teachers hope they've prepared you to be successful in the workforce and in life. Whether you are planning to make a short pit stop to complete a certificate or will spend 4-6 years in college, the skills you develop will determine the success you will have in your career.

Take this self-assessment to see what professional competencies you need to develop and practice between now and graduation to be career ready and experience workplace success.

COMMUNICATION

Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

Describe your COMMUNICATION skill level:

- ☒ **Need to Develop**
- ☐ **Currently Developing**
- ☐ **Excelling**

How can you develop this competency?

Commit to Improve

Develop your competencies with one or more of the following tasks. -OR- think of and write-in (above) a [SMART goal](#) that will help you achieve higher competency in this skillset.

- ☐ **Develop and deliver a PowerPoint presentation for a class.**
- ☐ **Check for understanding by asking clarifying questions.**
- ☐ **Proofread online and written communications to avoid errors.**

TEAMWORK AND INTERPERSONAL

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage one's emotions and conflict with others while contributing towards a common goal.

Describe your TEAMWORK & INTERPERSONAL skills level:

- ☒ Need to Develop
- ☐ Currently Developing
- ☐ Excelling

TEAMWORK AND INTERPERSONAL: What is your goal for developing this competency?

Commit to Improve

Develop your competencies with one or more of the following tasks. -OR- think of and write-in (above) a [SMART goal](#) that will help you achieve higher competency in this skillset.

- ☐ Collaborate with others on a class project where responsibility is shared and not divided.
- ☐ Handle difficult conversations in person with respect.
- ☐ Consider others' perspectives before making a decision.

LEADERSHIP

Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adaptability and effective decision-making.

Describe your LEADERSHIP skill level:

- ☒ Need to Develop
- ☐ Currently Developing
- ☐ Excelling

LEADERSHIP: What is your goal for developing this competency?

Commit to Improve

Develop your competencies with one or more of the following tasks. **-OR-** think of and write-in (above) a [SMART goal](#) that will help you achieve higher competency in this skillset.

- ☐ Take on a leadership role in a group or organization.
- ☐ Demonstrate initiative at your job/internship by taking on additional responsibilities.
- ☐ Motivate team members with a positive attitude and leverage their strengths when delegating work.

CREATIVITY AND PROBLEM SOLVING

Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

Describe your CREATIVITY & PROBLEM SOLVING skills level:

- ☒ Need to Develop
- ☐ Currently Developing
- ☐ Excelling

CREATIVITY AND PROBLEM SOLVING: What is your goal for developing this competency?

Commit to Improve

Develop your competencies with one or more of the following tasks. **-OR-** think of and write-in (above) a [SMART goal](#) that will help you achieve higher competency in this skillset.

- ☐ Develop an action plan with specific steps to solve a problem.

- ☐ Brainstorm solutions to a problem before teacher bringing it to a supervisor/professor.
- ☐ Activate your mind – read, do puzzles, write, etc.

PROFESSIONALISM AND PRODUCTIVITY

Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.

Describe your PROFESSIONALISM & PRODUCTIVITY skills level:

- ☒ Need to Develop
- ☐ Currently Developing
- ☐ Excelling

PROFESSIONALISM AND PRODUCTIVITY: What is your goal for developing this competency?

Commit to Improve

Develop your competencies with one or more of the following tasks. -OR- think of and write-in (above) a [SMART goal](#) that will help you achieve higher competency in this skillset.

- ☐ Use a planner or calendar to prioritize work/assignments and meet deadlines.
- ☐ Reflect on a recent challenge and identify areas of growth and improvement for the future.
- ☐ Review your social media through the eyes of a future employer and determine appropriateness.

GLOBAL PERSPECTIVE

Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

Describe your GLOBAL PERSPECTIVE skill level:

- ☒ Need to Develop

☐ **Currently Developing**

☐ **Excelling**

GLOBAL PERSPECTIVE: What is your goal for developing this competency?

Commit to Improve

Develop your competencies with one or more of the following tasks. -OR- think of and write-in (above) a [SMART goal](#) that will help you achieve higher competency in this skillset.

- ☐ **Attend an event that encourages you to step outside your comfort zone.**
- ☐ **Engage in conversation with individuals who have different perspectives than your own.**
- ☐ **Participate in a study abroad or volunteer experience to broaden your horizons.**

Accordion End

Source: NACE Career Readiness Resources, Professional Competency Self-Assessment Tool, Courtesy of Virginia Tech.

Mark As Complete

No