



# NACE Career Readiness Competencies

## CAREER & SELF DEVELOPMENT



**DEFINITION:** 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.

**SAMPLE BEHAVIORS**

- Show an awareness of one’s 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.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

## COMMUNICATION



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

**SAMPLE BEHAVIORS**

- Understand the importance of and demonstrate verbal, written, and non-verbal 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, abilities and cultures.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

## CRITICAL THINKING



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

**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.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

# NACE Career Readiness Competencies

## TECHNOLOGY



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

**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.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

## LEADERSHIP



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

**SAMPLE BEHAVIORS**

- 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.
- Motivate and inspire others by encouraging them and by building mutual trust.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

## TEAMWORK



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

**SAMPLE BEHAVIORS**

- Build strong, positive working relationships with supervisor and team members/coworkers.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.
- Exercise the ability to collaborate, compromise and be agile.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

# NACE Career Readiness Competencies

## EQUITY & INCLUSION



**DEFINITION:** 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.

### SAMPLE BEHAVIORS

- 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.
- Seek global cross-cultural interactions and experiences that enhance one’s understanding of people from different demographic groups and that leads to personal growth

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			

## PROFESSIONALISM



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

### SAMPLE BEHAVIORS

- 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 (e.g., report consistently for work or meetings).
- Show a high level of dedication toward doing a good job.

GOALS	STRENGTHS	WEAKNESSES	RATING
1.			
2.			