

What is Career Readiness?

and how to convey readiness on your resume



Core Competency

In 2022, the National Association of Colleges and Employers (NACE) led discussions with career services professionals from across the country in search of an answer to the question of “**What is Career Readiness?**”

After nearly a year of exploration and review, NACE developed a set of eight core competencies for career readiness.

Here we will define each competency to help you identify high-value skills you have obtained during your time as an undergraduate.

When combined with the action verb list, these transferrable skills can help you enhance the action statements on your resume and/or prepare anecdotes for an interview.

 **Career & Self Development** **Communication** **Critical Thinking** **Equity & Inclusion** **Leadership** **Professionalism** **Teamwork** **Technology**



CORE COMPETENCY 01

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 without one's organization.

- Gain experience
- Developed/engaged in networks
- Lifelong learning
- Personally reflective
- Identifying areas for development and growth
- Long-term goal setting
- Seek out opportunities
- Building social capital
- Take on increasing responsibilities
- Workplace/academic engagement
- Seek professional development



CORE COMPETENCY 02

Communication

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

- Express ideas that are comprehensible and clearly understood by others
- Express ideas that are technical in structure
- Engage in storytelling to communicate a point of view
- Demonstrate verbal, written, non-verbal communication
- Perceive nonverbal cues
- Active listening
- Ability to persuade or influence
- Frame communication for diversity of learning styles
- Understand an audience and adjust communication accordingly
- Ask appropriate questions
- Can leverage mixed mediums to present ideas
- Provide and receive feedback
- Strong editor



CORE COMPETENCY 03

Critical Thinking

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

- Make decisions and solve problems using reasoning and judgement
- Gather and analyze information to understand a problem
- Proactively anticipate needs and/or identify problems before they occur
- Imagine alternatives
- Awareness of personal biases that may impact outcomes
- Define needs
- Present findings
- Multitask effectively
- Leverage data to predict outcomes
- Detail oriented
- Detect themes or patterns



CORE COMPETENCY 04

Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

- Leverage feedback to make equity-minded decisions
- Open mind for diverse ideas and new ways of thinking
- Identify resources to reduce systemic barriers
- Flexibility with diverse environments
- Actively contribute to practices which lead to systemic change
- Recognize individual and cultural disparity
- Advocate for equitable practices and ask clarifying questions
- Promote change
- Process self-reflection and examine assumptions
- Seek cross-cultural experiences to enhance understanding of people different from themselves



CORE COMPETENCY 05

Leadership

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

- Motivate self and others under a shared vision
- Manage or supervisor others
- Advocate for one's self and others
- Leverage diverse resources and feedback to inform direction
- Use thinking that goes beyond traditional methods
- Serve as a role model to others
- Carry a positive attitude
- Encourage others and build mutual trust
- Plan, initiate, complete and evaluate projects
- Consistency of emotion
- Organized and detail oriented
- Empower others
- Meets deadlines and acknowledges responsibility
- Ethical and judicious decision making
- Manage conflict with others



CORE COMPETENCY 06

Professionalism

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

- Act with integrity to self, others, and organization
- Take accountability for self
- Be present and prepared
- Report consistently for work and obligations
- Complete tasks on time
- Managing time and stress
- Consistently meet or exceed goals and expectations
- Attention to detail
- Carries high personal reputation in line with organizational goals
- Adheres to policies and procedures



CORE COMPETENCY 07

Teamwork

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

- Works collaboratively to achieve common goal(s)
- Listens carefully without interrupting
- Accountable for individual and team responsibilities and deliverables
- Ability to compromise
- Patience and respect for ideas different from your own
- Build strong relationships among team
- Comfortable teaching and instructing others
- Ability to share credit and recognition
- Demonstrate emotional intelligence
- Engagement with diverse individuals and perspectives



CORE COMPETENCY 08

Technology

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

- Open to change
- Adaptable to new things
- Leverage technology to improve efficiency or outcome
- Use of technology to support decision making
- Display proficiency with relevant technology
- Understanding of digital etiquette (as a consumer)
- Proficiency with troubleshooting technical problems