Core Competencies for Career Readiness

**Career and Life Design**
The ability to proactively manage your personal and professional growth throughout your life journey.

**Communication**
The ability to articulate thoughts and ideas clearly and effectively to exchange information, using a broad range of communication styles, appropriate platforms to deliver and receive messages, and effectively communicate to different audiences in a variety of situations.

**Critical Thinking**
The ability to exercise sound reasoning to analyze information, make decisions, identify problems, and develop workable solutions.

**Equity and Inclusion**
The ability to demonstrate awareness, attitudes, knowledge, and skills required to equitably engage and include people from all identities and cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

**Leadership**
The ability to recognize and leverage personal and the individual strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

**Manage Information**
The ability to obtain, critically interpret, use, and communicate information, turning qualitative and quantitative data into knowledge.

**Personal and Professional Effectiveness**
The ability to demonstrate accountability to self and others through effective habits to be productive in work and life.

**Teamwork**
The ability to collaborate with others toward a shared goal, participating actively, and maximizing team performance.

**Technology**
The ability to select and leverage existing technologies and use them ethically to solve problems, complete tasks, and accomplish goals efficiently. Ability to identify, learn, and effectively use new and emerging technologies.

*Adapted from [Adapted from the National Association of Colleges and Employers (NACE) Career Readiness and Competency Taskforce which conducted extensive research with higher education and talent acquisition professional across multiple industries, organization sizes and types, and geographic regions.]*
Ready to Level Up?

By learning how to intentionally **develop**, **demonstrate**, **document**, and explicitly **articulate** core “career readiness” competencies, students can strengthen their candidacy for internships and jobs, as well as accelerate their career mobility and advancement.

Intentional Competency Development: Getting Started

- Review and reflect on the framework of 9 core competencies for career readiness.
- Reflect on your comfort and confidence in demonstrating and articulating each competency.
- Assess which competencies are your strongest and which ones require a more intentional focus.
- Meet with a Career Consultant at the Career Center to further explore the value of competency awareness, development, documentation, and articulation.
- Set goals for intentional competency development throughout your academic and co-curricular experiences at CC; strategically pursue activities and involvement that will enable you to further develop and demonstrate these competencies.
- Seek to incorporate career readiness competencies into your “story” and professional identity, including articulating related skills in your LinkedIn profile, resumes, cover letters, interview answers, and other application/self-marketing materials.
- Utilize the Career Center’s interview training platform, Big Interview, to practice answering interview questions about your competencies.
- Seek feedback from supervisors, mentors, and peers about their perceptions of your competencies based on their observations of your behavior in different settings.
- Complete the Career Center’s “Career Readiness” assessment tool (SkillSurvey) in conjunction with an internship, campus job, or other work-related experiences in which you have a leader/supervisor who can also complete the assessment based on their observations of your performance.