

# Are You Career Ready?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

Competency	Definition	Example
 <b>Critical Thinking</b>	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information	Manage time commitments and various responsibilities when the organization is short-staffed
 <b>Communication</b>	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization	Take a public speaking course and utilize the writing center to exercise and develop these skills
 <b>Teamwork</b>	Build and maintain collaborative relationships to work effectively together, while appreciating diverse viewpoints and shared responsibilities	Challenge yourself to collaborate with other individuals in a group setting (i.e. intramurals, group project, leadership organization)
 <b>Technology</b>	Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals	Brainstorm ideas to help build and promote a digital presence for a department, office, or organization on campus
 <b>Leadership</b>	Recognize and capitalize on personal and team strengths to achieve organizational goals	Organize a fundraiser or new opportunities to recruit and lead others, or serve on a planning committee for a club/organization
 <b>Professionalism</b>	Know that work environments differ, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace	Manage stressful situations and keep a level head as a leader of an on-campus club/organization
 <b>Career &amp; Self Development</b>	Develop oneself and one's career through continual learning, awareness of strengths & weaknesses, navigation of career opportunities, & networking	Gain practical experience towards your professional goals through part-time work or internships
 <b>Equity &amp; Inclusion</b>	Demonstrate the awareness, attitude, knowledge, and skills to equitably engage people from different cultures. Engage in anti-racist practices	Take a humanities course outside of your typical academic program to engage in diverse experiences and dialogue

# Evaluate Yourself

Rate your strength in each competency on a scale of 1-5 (1 = needs improvement, 5 = strong). Then, describe how you can improve in that competency.

Competency	Rating	How can you improve in this competency?
Critical Thinking		
Communication		
Teamwork		
Technology		
Leadership		
Professionalism		
Career & Self Development		
Equity & Inclusion		

## Resources For You

Visit the ACT Office ([act.appstate.edu](http://act.appstate.edu)) for a list of events or community partners to get involved with

Check out Engage to get plugged in to over 450 clubs, organizations, departments, and programs on campus and practice these skills

Need help adding your experiences to your resume? Log in to Handshake and schedule an appointment with your Career Coach