Guided Reflection On Work: Action Plan for Students

Career Readiness Competencies

1. Rate the competencies above in order of which is most important to you. **Rank from 1 (most important) to 8 (least important).** For definitions of each career competency, please flip to the back of this page.

   Communication (Oral/Written) ___  
   Digital Technology ___  
   Global Understanding ___  
   Leadership ___  
   Problem Solving ___  
   Professionalism ___  
   Self-Awareness/Career Management ___  
   Teamwork ___

2. Which competency/competencies would you like to improve upon?

   ____________________________________________________________

3. What is your plan of action or steps you would like to take to improve upon the competency/competencies listed above? *For example:* to improve upon your communication skills, you may want to do more presentations or learn how to use the phone professionally. To expand your technology skills, you may want to attend a DoIT technology workshop and use those skills to create a spreadsheet or implement an e-portfolio to showcase your accomplishments.

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Career Readiness Competencies

Definitions*:

- **Communication (Oral/Written):** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

- **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

- **Global Understanding:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

- **Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

- **Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

- **Professionalism:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

- **Self-Awareness/Career Management:** Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

- **Teamwork:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

*Adapted from [NACE Career Readiness Defined](https://www.naceweb.org/programs/career-readiness-definition)