

# ARE YOU READY FOR YOUR *CAREER?*

Take this self-assessment to learn about the competencies you need for workplace success. Check the box where you perceive you are in each competency or area. Use the lined spaces to describe your experience(s) in each area, or how (if relevant) you will develop an area during your internship. Add your name and date to the top right corner of the second page.



## Communication

☐

Starting point

☐

Currently developing

☐

To develop

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

Ways to develop this competency:

- Develop and deliver a presentation for a class
- Check for understanding by asking clarifying questions
- Proofread online and written communication

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## Teamwork

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Starting point

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Currently developing

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To develop

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

Ways to develop this competency:

- Collaborate with others on a class project
- Handle difficult conversations in person with respect
- Consider others' perspectives before making a decision

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## Leadership

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Starting point

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Currently developing

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To develop

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

Ways to develop this competency:

- Take on a leadership role in a group or organization
- Demonstrate initiative at your job/internship by taking on additional responsibilities
- Motivate team members with a positive attitude and
- leverage their strengths when delegating work

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## Critical Thinking

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Starting point

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Currently developing

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To develop

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

Ways to develop this competency:

- Develop an action plan with specific steps to solve problems.
- Brainstorm solutions to a problem before bringing it to a supervisor/professor.
- Activate your mind - read, do puzzles, write, etc.

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## Professionalism



Starting point



Currently developing



To develop

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

Ways to develop this competency:

- Use a planner or calendar to prioritize work/assignments and meet deadlines
- Reflect on a recent challenge and identify areas of growth and improvement for the future
- Review your social media through the eyes of a future employer and determine the appropriateness

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## Technology



Starting point



Currently developing



To develop

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

Ways to develop this competency:

- Effectively use Excel or similar spreadsheet application to track data and generate tables and graphs
- Create a strong LinkedIn profile, join groups of career interest, and ask for recommendations. Connect with alumni through LinkedIn
- Be comfortable doing internet searches, using commercial databases, creating and administering surveys
- Become familiar with the most relevant websites for your career field(s)

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## Equity & Inclusion



Starting point



Currently developing



To develop

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.

Ways to develop this competency:

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions
- Seek global cross-cultural interactions/experiences that enhance understanding of people from different demographic groups
- Keep an open mind to diverse ideas and new ways of thinking
- Demonstrate flexibility by adapting to diverse environments

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## Career & Self Development



Starting point



Currently developing



To develop

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.

Ways to develop this competency:

- Gain knowledge of job search strategies from start to finish (search strategies, relevant sites, application, negotiation, etc.).
- Write a professional resume, customized cover letter, and reference list.
- Implement networking strategies to build an intentional network, including active use of sites like LinkedIn.
- Develop the skills necessary to successfully interview for jobs or internships.
- Identify resources to explore graduate/professional school.

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