

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/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

Articulate thoughts and express ideas effectively using oral, written and non verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

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 & COLLABORATION

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. Seek and appreciate the viewpoints of those from diverse cultures, races, ages, genders, religions, and lifestyles.

Ways to develop this competency:

- Collaborate with others on a class project where responsibility is shared.
- Handle difficult conversations in person with respect.
- Consider others' perspective before making a decision.

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LEADERSHIP

Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adoptability and effective decision-making.

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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CREATIVITY & PROBLEM-SOLVING

Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

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 & PRODUCTIVITY

Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.

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 appropriateness.

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APPLICATION OF INFORMATION TECHNOLOGY

Select and use technology and computing skills to solve problems 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, 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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GLOBAL PERSPECTIVE

Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

Ways to develop this competency:

- Attend an event on campus that encourages you to step outside your comfort zone.
- Engage in conversation with individuals who have different perspectives than your own.
- Participate in a study abroad or volunteer experience to broaden your horizons.

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CAREER MANAGEMENT

Identify and articulate skills, strengths, knowledge, and experiences relevant to positions desired and career goals. Identify areas necessary for professional growth. Navigate and explore job options, take steps to pursue opportunities, and self-advocate in the workplace.

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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