CAREER READINESS COMPETENCIES & SKILLS

COLLEGE-to-CAREER / ()

CRITICAL THINKING / PROBLEM SOLVING

- Recognize, build, and appraise arguments
- Create and implement action plans
- Analyze visual data
- Conduct academic and archival research
- Mine and analyze data
- Create and implement solutions to crises/problems
- Identify errors in reasoning
- Provide useful summaries/precis
- Connect valid research to support arguments/claims
- Weigh options by considering impact

ORAL / WRITTEN COMMUNICATION

- Communicate to a mass audience
- Use presentation software effectively
- Produce successful and convincing proposals
- Engage in social/community/political activism
- Edit and publish material
- Engage in storytelling and analyze narrative
- Prepare interview questions and answers
- Curate and maintain social media information
- Translate research
- Participate in active listening and respond appropriately

TEAMWORK / COLLABORATION

- Assist in organizing and planning
- Collaborate in group projects
- Participate in collaborative writing
- Design and assess tasks
- Prioritize tasks
- Follow through on tasks
- Manage executive order function
- Navigate conflict
- Listen and respond appropriately
- Show commitment and follow through

DIGITAL TECHNOLOGY

- Demonstrate technical and program literacy
- Design creative digital solutions
- Know and apply field-related tech to solve challenges
- Engage in copywriting and editing tasks
- Translate data
- Create audience-appropriate layouts
- Engage in variety of digital publishing formats
- Produce audio and video solutions
- Manage podcast projects
- Use variety of modalities to express meaning

LEADERSHIP

- Organize and manage projects
- Develop time management strategies
- Train/teach others how to perform tasks
- Observe and reflect
- Perform an advisory role
- Develop and implement outcomes
- Promote critical literacy
- Take calculated risks
- Manage conflict resolution
- Generate ideas

PROFESSIONALISM / WORK ETHICS

- Meet deadlines
- Demonstrates sensitivity to other's concerns
- Ask and respond appropriately to questions
- Accept responsibility
- Anticipate needs
- Seek other perspectives
- Demonstrate time management
- Adapt to changed circumstances/environment
- Interpret other's emotions
- Solicit and adjust to feedback

CAREER MANAGEMENT

- Adapt to professional situations
- Demonstrate an awareness to digital presence
- Set and achieve goals
- Articulate interests, skills, and values
- Show attention to detail
- Take initiative
- Network
- Curate e-portfolio
- Identify support groups needed to achieve goals
- Implement solutions

GLOBAL / INTERCULTURAL FLUENCY

- Show an awareness of diverse perspectives
- Demonstrate respect for other cultures
- Approach team/group communication with sensitivity and openness
- Show awareness of global/community issues
- Question forms of power, privilege, and inequality
- Develop a sense of personal and civic responsibility
- Analyze cultural norms and values
- Understand the influence of history, geography, gender, race, ethnicity, etc. on identity
- Develop strategies for communicating with people with different languages
- Demonstrate self-sufficiency in 'outside the comfort zone' situation