



Career Readiness Resources

Career Readiness: Competencies Infographic

Courtesy of University of Michigan

Career Readiness Competencies:

For the New College Graduate

1 Critical Thinking/Problem Solving:



- Exercise sound reasoning to analyze issues, make decisions, and overcome problems
- To obtain, interpret, and use knowledge, facts, and data in this process
- Demonstrate originality and inventiveness

2 Oral/Written Communication:

- Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside the organization
- Public speaking skills and ability to express ideas to others
- Can write/edit memos, letters, and complex technical reports clearly and effectively
- Ability to sell or influence others



3 Teamwork/Collaboration:



- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
- Ability to work within team structure and can negotiate and manage conflict
- Ability to understand and appreciate multicultural diversity

4 Information Technology Application:

- Select and use appropriate technology to accomplish a given task
- Use computing skills to solve problems
- Proficiency with computer software programs



5 Leadership:

- Use empathetic skills to guide and motivate
- Ability to organize, prioritize, and delegate work
- Leverage the strengths of others to achieve common goals
- Use interpersonal skills to coach and develop others
- Assess and manage his/her emotions and those of others
- Ability to understand and appreciate multicultural diversity



6 Professionalism/Work Ethic:

- Demonstrate personal accountability and effective work habits, eg., punctuality, working productively with others, time workload management, and understand the impact of non-verbal communication
- Show integrity and ethical behavior, acts responsibly with the interests of the larger community in mind
- Can learn from mistakes
- Ability to plan, organize, and prioritize work



7 Career Management:



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