



Career Readiness Resources

CU Career Ready

Courtesy of Clarion University of Pennsylvania

Employers emphasize eight competencies as essential to new college hires. Candidates who demonstrate and articulate these skills will gain a competitive advantage over their peers.

THE QUESTION IS...WILL YOU BE CAREER READY?



Critical Thinking/Problem Solving

Analyzing what is around you, making decisions, solving problems, and thinking on your feet. Employers want people who love what they do and will keep at it until they get the job done!



Information Technology Application

Selecting and using appropriate technology to accomplish tasks and goals. Employers need people who know and understand various technologies, current and emerging, related to the profession.



Oral & Written Communication Skills

Effectively communicating your idea clearly and confidently to others through reports, letters, public speaking, emails, etc. Employers need people to be able to articulate their thoughts and ideas appropriately with a wide variety of individuals.



Leadership

Using interpersonal skills, managing personal emotions, coaching and developing others, along with organizing, planning, and delegating work. Employers are looking for people that can leverage the strength of others to achieve common goals.



Teamwork/Collaboration

Building collaborative relationships while understanding others' viewpoints. Many work settings involve working in multiple workgroups and employers need people to be collaborative to achieve a common goal.



Career Management

Navigate, explore, and identify one's skills, as well as areas for professional growth. Employers need people who can self-advocate in the workplace and articulate their strengths, skills, knowledge, and experiences.



Professionalism/Work Ethic

Acting responsibly and fair in all your personal and work activities. Employers want people who are punctual, can manage their time, learn from their mistakes, and hold themselves to a high level of integrity and ethics.



Global/Intercultural Fluency

Valuing, respecting, and learning from diverse cultures, races, ages, genders, sexual orientations, and religions. Employers want people who demonstrate the ability to interact respectfully and understand individuals' differences.

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AIM for SUCCESS

**CRITICAL THINKING/
PROBLEM SOLVING**

**ORAL & WRITTEN
COMMUNICATION SKILLS**

**TEAMWORK/
COLLABORATION**

**PROFESSIONALISM/
WORK ETHIC**

**INFORMATION TECHNOLOGY
APPLICATION**

LEADERSHIP

**CAREER
MANAGEMENT**

**GLOBAL/INTERCULTURAL
FLUENCY**

**SUCCESS
GUY**

INTERNSHIP

PART-TIME JOB

INVOLVEMENT

What does your success look like?
Reflect on what you plan to do or have done to gain these skills.
