Are You Career Ready?
Career Readiness Reflection Worksheet

Use this chart to begin to reflect on some of the impactful experiences you've had during college (internships, class projects, co-curricular experiences, etc.) that have helped you gain the professional competencies that employers seek. Start to think about how you can share these in resumes, cover letters, interviews, graduate school applications and networking conversations with employers. Competency definitions can be found at www.career.vt.edu. Use the reflection questions on the back of this worksheet to think more about the competencies you have gained throughout each experience.

Name the Experience	Describe Your Role	Competencies Developed	Example of competency accomplishment
		☐ Communication ☐ Teamwork & Interpersonal ☐ Leadership ☐ Creativity & Problem-solving ☐ Professionalism & Productivity ☐ Global Perspective ☐ Digital Fluency	
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		☐ Communication ☐ Teamwork & Interpersonal ☐ Leadership ☐ Creativity & Problem-solving ☐ Professionalism & Productivity ☐ Global Perspective ☐ Digital Fluency	

WHICH COMPETENCIES DO YOU MOST ENJOY USING?

WHICH COMPETENCIES DO YOU MOST NEED TO DEVELOP?

Use the following questions to reflect on your development of seven professional competencies that impact your career readiness and workplace success.

COMMUNICATION

- Reflect on when you use various communication styles. Which do you feel most comfortable using and naturally gravitate towards. What do you want others to know about your communication style?
- Describe/identify the characteristics of effective communication. How do you model these characteristics?
- Describe your style of communicating and interacting with others. Give an example of a situation in which you had to utilize effective interpersonal skills.

TEAMWORK & INTERPERSONAL

- What do enjoy most about teamwork? What frustrates you?
- How do you feel about conflict? How do you typically handle differences of opinions or conflicts? What could you do differently in the future to manage conflict more effectively?
- What does "collaboration" mean to you? Why is collaborating with others important? Who are people you like to collaborate with? Who should collaborate with more often?

LEADERSHIP

- What are your strengths? How do you use these to motivate and lead others?
- How does a leader's attitude impact the group/team? What are some important traits of an effective leader?
- Describe a time you took a leadership position when you did not have the title of a leader.

CREATIVITY & PROBLEM-SOLVING

- What role does innovation play in solving problems?
- How do you approach a problem? What strategies do you implement?
- Think about a recent project, what problems did you identify that had been previously overlooked?

PROFESSIONALISM & PRODUCTIVITY

- What kinds of information would you request or require before you felt you could do justice to a project or assignment?
- Define professionalism. What qualities should a professional possess? Which do you have?
- Provide an example of someone who epitomizes professionalism. Why?

GLOBAL PERSPECTIVE

- What have you done in the last year to enhance your current knowledge about people or cultures different from your own?
- Give a specific example of how you helped create an environment where differences are valued, encouraged and supported.
- Have you had an experience that changed your perspective and your opinion on something? If so, describe the experience and how it changed you.

DIGITAL FLUENCY

- When you gather information online for a project or research, how do you evaluate the credibility of the sources you view?
- Reflect on your digital footprint. What can others see about you on-line and what is the first impression someone would have of you based on your on-line brand?