Are You Career Ready?
Career Readiness Self-Assessment Tool

Career readiness is the awareness and development of the skills students need to confidently and successfully meet employer expectations and transition into the workplace.

Take this self-assessment to see what professional competencies you need to develop and practice to be career ready and experience workplace success.

COMMUNICATION:

Articulate thoughts and express ideas effectively using oral, written, visual and non-verbal communication skills, as well as listening to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

need to develop   1   2   3   excelling

Ways to develop this competency:
- Develop and deliver a presentation for a class.
- Check for understanding by asking clarifying questions.
- Proofread on-line and written communication to avoid errors.

Ways I am developing: _____

Next steps for developing: _____

TEAMWORK AND INTERPERSONAL:

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage ones emotions and conflict with others while contributing towards a common goal.

need to develop   1   2   3   excelling

Ways to develop this competency:
- Collaborate with others on a class project where responsibility is shared and not divided.
- Handle difficult conversations in person with respect.
- Join a student organization or team on campus where you can help achieve a common goal.

Ways I am developing: _____

Next steps for developing: _____

LEADERSHIP:

Leverage strengths to motivate, collaborate and guide. The ability to use a positive attitude to influence and empower others to reach a shared goal through strategic thinking and effective decision-making.

need to develop   1   2   3   excelling

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.

Ways I am developing: _____

Next steps for developing: _____

CREATIVITY AND 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.

need to develop   1   2   3   excelling

Ways to develop this competency:
- Develop an action plan with specific steps to solve a problem.
- Brainstorm solutions to a problem before bringing it to a supervisor/professor.
- Activate your mind – read, do puzzles, write, etc.

Ways I am developing: _____

Next steps for developing: _____

PROFESSIONALISM AND 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.

need to develop   1   2   3   excelling

Ways to develop this competency:
- Use a planner or calendar to prioritize work/assignments and meet deadlines.
- Attend a networking event to learn more about professionalism.
- Review your social media through the eyes of a future employer and determine appropriateness.

Ways I am developing: _____

Next steps for developing: _____

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.

need to develop   1   2   3   excelling

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.

Ways I am developing: _____

Next steps for developing: _____

DIGITAL FLUENCY

Maximize new and emerging technologies in order to work, learn and live in a digital society.
The ability to apply digital technology to enhance quality, improve productivity and communication, solve problems, and streamline processes.

need to develop   1   2   3   excelling

Ways to develop this competency:
- Create projects and express ideas through digital tools.
- Learn a new technology or design skill through Lynda.com
- Work with a Virginia Tech librarian to find relevant and credible sources through on-line research.

Ways I am developing: _____

Next steps for developing: _____