

Career Competencies Assessment

According to the National Association of Colleges and Employers, students are career ready when they have built competence in the following areas:

- Critical Thinking/Problem Solving
- Oral/Written Communication
- Teamwork/Collaboration
- Information Technology Application
- Leadership
- Professionalism/Work Ethic
- Career Management

By taking this assessment, you will develop a better self-awareness of your own competencies as they relate to what employers consider critical for effectiveness and success in the workplace.

On a Scale of 1-5, please rate your comfort level with the following actions (**5-Very Comfortable 4-Comfortable 3-Indifferent 2-Not Comfortable 1-Actively Avoid**). For example, if you feel very comfortable to perform the following activity, then rate a 5 for that item; if the activity is something you actively avoid, then rate a 1 for that item.

Critical Thinking/Problem Solving	5	4	3	2	1
1. Resolving a customer complaint or solving a problem for an organization, group or team					
2. Managing a personal or organizational budget					
3. Drafting a student organization’s constitution or mission statement					
4. Developing your own mission statement or professional/elevator pitch					
Oral/Written Communication	5	4	3	2	1
5. Convincing team members that your idea will improve the team or work flow					
6. Drafting professional correspondence to students, professors and mentors expressing ideas or desires or concerns					
7. Presenting group findings in class or work					
Teamwork/Collaboration	5	4	3	2	1
8. Resolving conflict amongst group or team members/viewing conflict from another perspective					
9. Volunteering to be of service to a struggling or overwhelmed team member					
Information Technology Application	5	4	3	2	1
10. Utilizing MS Office tools at a basic level (Word, PPT)					
11. Utilizing advanced MS Office tools (Excel, Access)					
12. Learning new computer software to accomplish a particular task					
Leadership	5	4	3	2	1
13. Taking on or serving on a student organizational board or group project lead					
14. Initiating and conducting team meetings/phone calls					
Professionalism/Work Ethic	5	4	3	2	1
15. Maintaining a strong (or competitive) GPA while working part time or full time					
16. Seeking feedback regarding work or classroom performance					
Career Management	5	4	3	2	1
17. Researching and discovering information and/or professional organizations about the industry in which you would like to work					
18. Updating resume after each new experience (job, internship or project)					
19. Utilizing the web for research, staying up-to- date with current legislation and/or business specific trends in your industry					

Career Cycle

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Each section should be scored separately.

- Mostly 4/5** You are comfortable to assume tasks and responsibilities that demonstrate career readiness and are most likely able to communicate them on a resume and in person.
- Mostly 2/3/4** You are somewhat comfortable with demonstrating your career readiness. Be sure to continue growing and seek out experiences where you have opportunity for growth.
- Mostly 1/2** You are not comfortable demonstrating your career readiness. Be sure to learn more about the career competencies that employers require of employees. Consider gaining experience to begin developing your skill sets.

Learn more about career competencies by visiting the National Association of College Employers website:
<http://www.nacweb.org/knowledge/career-readiness-competencies.aspx>.