



KNOWING YOUR SKILLS ACTIVITY

CAREER - READINESS SKILL	DEFINITION	NOTES
Critical Thinking / Problem Solving	Interpret data, facts, and ideas exercising sound reasoning to analyze issues, solve problems, make decisions, and develop innovative solutions.	Have you had to interpret and analyze information? Have you had to solve a problem or find a solution in order to increase efficiency?
Oral / Written Communication	Articulate thoughts and ideas clearly and effectively to a variety of audiences.	Have you presented or talked in front of a group of people? Do you have experience sending emails to a variety of people?
Teamwork / Collaboration	Build collaborative team relationships, managing conflict with others while understanding others' viewpoints and contributing towards a common goal.	Have you been involved with any group projects, organizations, clubs, or teams? Have you worked with someone you did not agree with and come to a compromise?
Digital Technology	Select and utilize existing and emerging technologies to ethically and efficiently solve problems, complete tasks, and accomplish goals.	What technology have you used and for what purpose? Have you sent emails, created graphics, designed presentations, or used Excel?
Leadership	Motivate, guide and develop others by leveraging strengths, planning, and delegating work to achieve a common goal.	Have you held a leadership role in a club, organization, or team in which you had to delegate tasks? Have you coached someone through a situation?
Professionalism / Work Ethic	Demonstrate responsibility, effective work habits, ethical behavior and initiative while maintaining a professional image.	Have you had to interact with professors or employers? Are you punctual, manage your time well, or hold yourself to a high level of integrity?
Career Management	Ability to navigate and identify your skills, knowledge and relevant experience to self-advocate and harness professional growth.	When have you identified your skills in order to complete a project or task? Have you ever communicated your strengths in order to further your professional development?
Global / Intercultural Fluency	Respect and learn from differing viewpoints, values, cultures, and identities by demonstrating openness, understanding biases, and interacting with those from diverse backgrounds.	Have you ever had to work with someone with a different view point than you? Do you recognize biases to attempt to understand their origin and manage them?

**Adapted from the Career Readiness materials developed by the National Association of Colleges and Employers (NACE)*

CAREER - READINESS SKILL	WHAT AREAS DO YOU WANT TO IMPROVE? DISCUSS IDEAS WITH YOUR MENTOR.
Critical Thinking / Problem Solving	
Oral / Written Communication	
Teamwork / Collaboration	
Digital Technology	
Leadership	
Professionalism / Work Ethic	
Career Management	
Global / Intercultural Fluency	