

**Are You Career Ready?**

Professional Competency Self-Assessment Tool

*Adapted from Virginia Tech*

Use this self-assessment tool to reflect on which professional competencies you need to develop and practice to be career ready and experience workplace success.

# CRITICAL THINKING / PROBLEM SOLVING

# Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

###  Need to Develop  Currently Developing  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
* Ask a few peers and professors about their problem-solving strategies and learn from their best practices

**Goals for developing this competency:**

# ORAL / WRITTEN COMMUNICATIONS

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

###  Need to Develop  Currently Developing  Excelling

*Ways to develop this competency:*

* Develop and deliver a presentation for a class
* Check for understanding by asking clarifying questions
* Proofread electronic and print communication to avoid errors

**Goals for developing this competency:**

# CIVIC ENGAGEMENT

Work with others to define, analyze, and address public, political, or community problems. The individual is able to deliberate with others, collaborate to make change, and form relationships that manifest such civic virtues as tolerance and respect.

###  Need to Develop  Currently Developing  Excelling

*Ways to develop this competency:*

* Stay current with local and national news
* Think critically about your role in addressing public, political and community problems
* Practice respectful behavior and dialogue and encourage others to do the same

**Goals for developing this competency:**

# TEAMWORK / COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

###  Need to Develop  Currently Developing  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 and with respect
* Consider others’ perspectives before making a decision

**Goals for developing this competency:**

# DIGITAL TECHNOLOGY

### Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

###  Need to Develop  Currently Developing  Excelling

*Ways to develop this competency:*

* Offer to teach a technology to someone; ask someone to teach you their favorite shortcuts on a program you’d like to understand better
* Spend extra time reviewing training materials, e.g., courses and videos on lynda.tufts.edu

**Goals for developing this competency:**

# GLOBAL / INTERCULTURAL FLUENCY

### Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individual differences.

###  Need to Develop  Currently Developing  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

**Goals for developing this competency:**

# LEADERSHIP

### Leverage strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage emotions; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

###  Need to Develop  Currently Developing  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

**Goals for developing this competency:**

# PROFESSIONALISM / WORK ETHIC

### Demonstrate effective work habits and personal accountability, e.g., working productively with others, practicing punctuality and time management, and understanding the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from mistakes.

###  Need to Develop  Currently Developing  Excelling

*Ways to develop this competency:*

* Use a planner or calendar to prioritize work/assignments and meet deadlines
* Reflect on a recent challenge and identify areas of growth and improvement for the future
* Review your social media through the eyes of a future employer and determine appropriateness

**Goals for developing this competency:**