



Competencies & Skill Builders FOR HIGHER GRADE LEVELS

Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Yet, up until now, “career readiness” has been undefined, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today’s graduates.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate. The complete list of competencies can be found by visiting: naceweb.org/career-readiness/competencies/career-readiness-defined.

High school and college students should become knowledgeable about these competencies well before graduation in order to be skillfully prepared for their future career.

8 TOP COMPETENCIES

Critical Thinking & Problem Solving

- Exercise sound reasoning to analyze issues, make decisions, and overcome problems.
- Obtain, interpret, and use knowledge, facts, and data in this process.
- Demonstrate originality and innovation.

Teamwork & Collaboration

- Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
- Have the ability to work within a team structure and learn to negotiate and manage conflict.
- Understand and appreciate diversity.

Leadership

- Use empathetic skills to guide and motivate.
- Learn to organize, prioritize, and delegate work.
- Leverage the strengths of others to achieve common goals
- Use interpersonal skills to coach and develop others
- Assess and manage his/her emotions and those of others.



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Career Management

- Identify and articulate skills, strengths, knowledge, and experiences relevant to the position desired and related career goals.
- Navigate and explore job options.
- Understand and take the steps necessary to pursue opportunities.
- Learn how to self-advocate for opportunities in the workplace.

Oral & Written Communications

- Articulate thoughts and ideas clearly and effectively in written and oral forms.
- Acquire skills in public speaking and the ability to express ideas to others.
- Learn knowledgeable skills in writing and editing memos, letters, and technical reports clearly and effectively.
- Understand how to sell or influence others.
- Understand the impact of non-verbal communication.

Professionalism & Work Ethic

- Demonstrate personal accountability and effective work habits such as punctuality, working productively with others, and time workload management.
- Show integrity and ethical behavior, act responsibly with the interests of the larger community in mind.
- Obtain organizational skill sets in planning and prioritizing work to meet timelines.

Global & Intercultural Fluency

- Recognize value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

Digital Technology

- Leverage digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.
- Demonstrate effective adaptability to new and emerging technologies.
- Familiarize and become proficient with related computer software programs.

