# CONCORDIA COLLEGE CAREER CENTER
## Career Readiness Competencies

### Career and Self Development

Develop a deeper understanding of self to enhance exploration of careers and opportunities. Acknowledge and communicate skills and strengths of past experiences in the job and graduate school exploration process.

#### Sample Behavior

- Display curiosity; seek out opportunities to learn.
- Seek and embrace development opportunities through further education and training.
- Show an awareness of own strengths and areas for development.

### Communication

Intentionally engage in the sharing of ideas and knowledge through verbal, written, and non-verbal interactions. Use active listening to understand different perspectives and ask relevant questions.

#### Sample Behavior

- Communicate in a clear and organized manner so other can effectively understand.
- Ask appropriate questions from supervisors, specialists and others.
- Understand and demonstrate verbal, written and non-verbal/body language abilities.

### Teamwork/Collaboration

Build strong relationships to work toward common goals, showing respect to individuals while integrating diverse viewpoints.

#### Sample Behavior

- Collaborate with others to achieve common goals.
- Build strong positive working relationships with supervisor and coworkers.
- Be accountable for individual and team responsibilities while showing ability to compromise.

### Critical Thinking/Problem Solving

Make informed decisions and solve problems based on research, analysis, and inclusive reasoning.

#### Sample Behavior

- Multi-task well in a fast paced environment
- Make decisions and solve problems using sound, inclusive reasoning and judgement.
- Proactively anticipate needs and prioritize actions steps.

*Adapted from NACE and UNC*

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## Career Readiness Competencies

### Equity and Inclusion

Actively engage in understanding, including, and valuing people of diverse identities and differences through a common ground to challenge systems of oppression and inequity.

**Sample Behavior**
- Keep an open mind to diverse ideas and new ways of thinking.
- Be aware of your biases and how they may influence your interactions and decisions.
- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.

### Professionalism/Work Ethic

Demonstrate an understanding of the overarching goals and mission of the organization by strategically aligning personal brand, values, and interests in alignment with the company.

**Sample Behavior**
- Prioritize and complete tasks to accomplish organizational goals.
- Have an attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.

### Leadership

Understand the unique strengths of individuals from different backgrounds to inspire, motivate, and serve as a role model to achieve a common goal.

**Sample Behavior**
- Inspire, persuade, and motivate self and others under a shared vision.
- Serve as a role model to others by approaching tasks with confidence and a positive attitude.
- Motivate and inspire others by encouraging them and by building mutual trust.

### Digital Literacy/Technology

Use technology ethically to accomplish goals and tasks in a global community. Understand and develop digital skills specific to industry needs.

**Sample Behavior**
- Use technology to improve efficiency and productivity of work.
- Manipulate information, construct ideas, and use technology to achieve strategic goals.
- Identify appropriate technology for completing specific tasks.

*Adapted from NACE and UNC*

### Career and Self Development:
- Strategically develop your career by taking classes that supplement your major/s.
- Participate and engage in the world through an internship or practicum.
- Evaluate the skills you're developing in your studies, assess your interest in them, and actively refine those skills to align with your goals and interests.

### Communication:
- Be open to constructive feedback and ask clarifying questions.
- Actively listen and reflect the content and feelings of others.
- When appropriate, look at others when they are speaking.

### Teamwork/Collaboration:
- Collaborate with others when completing group projects.
- Build strong positive working relationships with faculty, staff, and other students.
- Be accountable and show ability to compromise.

### Critical Thinking/Problem Solving:
- Reflect and evaluate new information to broaden personal perspective.
- Make decisions and solve problems through research and sound judgement.
- Take a proactive approach in identifying and planning your next steps.

### Equity and Inclusion:
- Be curious and keep an open mind to diverse ideas and new ways of thinking.
- Go to an event that celebrates different cultures.
- Ask questions before making assumptions.

### Professionalism/Work Ethic:
- Use a professional tone when responding and sending emails. Do this in a timely manner.
- Be proactive and prepared both in class and in your work life.
- Care about the quality of your work.

### Leadership:
- Take on the role of a discussion facilitator.
- Lead by example and create a sense of belonging.
- Motivate and inspire others by encouraging them and by building mutual trust.

### Digital Literacy/Technology:
- Learn about technologies that are relevant to your career.
- Be ethical when using technology at work or school.
- Use technology to create a global community by creating a multimedia project that amplifies diverse perspectives and cultivate empathy.