# Professional Readiness Self-Assessment

## PURPOSE

Professional readiness is the attainment - and ability to demonstrate - competencies that broadly prepare college graduates for a successful transition into the workplace. This activity introduces 8 competencies identified by the [National Association of Colleges and Employers (NACE](https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)) and lets you assess your level of professional readiness. Many college experiences build professional readiness, and examples of informal tasks that could be achieved this term are provided.

## ACTION

Read definitions and complete the following self-assessment to see what professional competencies you need to develop and practice to be career ready for workplace success.

Each of the 8 professional readiness competencies listed below includes

* The definition
* Three checkboxes - please left click by your level of development
* Three examples of ways to further develop the competency

### 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

Sample 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
* Activate your mind – read, do puzzles, write, etc.

### 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; can express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

[ ]  Need to Develop [ ]  Currently Developing [ ]  Excelling

Sample ways to develop this competency

* Host a “3-minute presentation party” for your friends; or develop and deliver a presentation for a class
* Check for understanding by asking clarifying questions
* Proofread on-line and written communication to avoid errors

### 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

Sample ways to develop this competency

* Collaborate with others on a class project where responsibility is shared and not divided
* Handle difficult conversations in person with respect
* Consider others’ perspectives before making a decision

### 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

Sample ways to develop this competency

* Make a professional email address, have a professional voicemail
* Join LinkedIn, maintain your professional profile and join the “Clark College, Vancouver WA” group
* Find apps to help with school organization and networking

### Leadership

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

[ ]  Need to Develop [ ]  Currently Developing [ ]  Excelling

Sample 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

### Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand 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 can learn from their mistakes.

[ ]  Need to Develop [ ]  Currently Developing [ ]  Excelling

Sample 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

### Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual can navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

[ ]  Need to Develop [ ]  Currently Developing [ ]  Excelling

Sample ways to develop this competency

* Attend the “Professional Development” student success workshops
* Engage in conversation with professionals (attend events, hold informational interviews)
* Meet with a Career Advisor and/or an Employment Specialist (Clark College Career Services)

### 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 individuals’ differences.

[ ]  Need to Develop [ ]  Currently Developing [ ]  Excelling

Sample 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 club or volunteer experience to broaden your horizons

### Review & Reflect

Review your self-assessment to identify professional readiness competencies that you need to develop and practice to be career ready and experience workplace success. Identify two competencies you will work on this term.

1.

2.

Write one or two actions you will take to further develop each competency. Develop short-term actions to complete this term, and/or plan long-term actions to complete during your time at Clark or within two years.

1. What is the competency, what actions will I take, and when?
2. What is the competency, what actions will I take, and when?

## NEXT STEPS

Continue developing your professional readiness competencies while in college, and throughout your professional career. Be prepared to articluate your competencies in job interviews and professional networking, and consistently demonstrate them in the workplace.

You are now one step further in MyPlan. At this point we encourage you to discuss your progress with a faculty or staff member at Clark College; such as an Academic or Faculty Advisor, Career Services staff, or an Instructor.

It may be useful to print out and refer to this completed activity before your meeting, or email it to the staff/faculty ahead of time.