



### Examples of NACE Career Readiness Competency Statements

The National Association of Colleges and Employers (NACE) has outlined eight career readiness competencies. These competencies offer employers a framework for developing talent through internship and other experiential education programs.

<https://www.naceweb.org/career-readiness/competencies/career-readiness-defined>

All on-campus employment opportunities should be equipping students to develop skills that align with these competencies. This document provides examples of how a student would exemplify each of the competencies in their on-campus employment role. These examples can be used in the “Experience Gained in this Role” section of your job description.

- **Career & Self-Development**

- The student will be able to engage in ongoing professional development and apply learned skills in future roles.
- The student will be able to effectively utilize department and career resources to support their growth and workplace success.
- The student will be able to set and pursue self-directed career and professional goals independently.
- The student will be able to build and maintain professional networks within and beyond their current field.

- **Communication**

- The student will be able to clearly and effectively communicate with diverse stakeholders including students, alumni, employers, and peers.
- The student will be able to demonstrate active listening skills to provide accurate, timely, and respectful responses.
- The student will be able to manage multiple communication channels, including phone, email, and written formats, with professionalism.
- The student will be able to create internal communications such as memos and announcements that are clear and concise.
- The student will be able to recognize and communicate ethical, legal, environmental, and societal considerations related to their work.

- **Critical Thinking**

- The student will be able to analyze and respond to inquiries independently and redirect complex issues appropriately.
- The student will be able to evaluate procedures and recommend improvements to enhance efficiency and effectiveness.
- The student will be able to manage multiple priorities in a fast-paced environment while maintaining quality outcomes.
- The student will be able to identify problems and implement practical solutions efficiently.
- The student will be able to collect, analyze, and interpret data thoughtfully while recognizing potential biases.

- **Equity & Inclusion**

- The student will be able to work effectively with individuals from diverse backgrounds, perspectives, and experiences.
- The student will be able to advocate for equity and inclusion in educational and workplace settings.
- The student will be able to demonstrate respect for diverse personalities and cultural differences.
- The student will be able to collaborate openly with others, valuing diverse ideas and contributions.
- The student will be able to communicate respectfully and act with fairness, minimizing personal biases.
- The student will be able to contribute to the development and implementation of diversity, equity, and inclusion initiatives.
- The student will be able to adapt professionally and respectfully in diverse and changing environments.
- The student will be able to resolve conflicts and interact effectively with diverse groups while maintaining resilience.

- **Leadership**

- The student will be able to take initiative and independently manage projects and assignments.
- The student will be able to motivate and support peers and team members toward shared goals.
- The student will be able to model professional behavior and foster a positive team environment.
- The student will be able to provide constructive feedback and resources to enhance team performance.

- **Professionalism**

- The student will be able to utilize available resources to perform job responsibilities effectively.
- The student will be able to consistently demonstrate professional conduct in verbal and written communication.
- The student will be able to show dependability, accountability, and punctuality in workplace settings.
- The student will be able to prepare adequately and manage their workload to meet organizational objectives.
- The student will be able to act with integrity and responsibility toward themselves, others, and the organization.
- The student will be able to deliver work with strong attention to detail, minimizing errors.

- **Teamwork**

- The student will be able to collaborate productively with colleagues and supervisors to achieve common goals.
- The student will be able to respect and engage constructively with individuals of diverse backgrounds and working styles.
- The student will be able to participate actively in team meetings, contributing ideas and feedback.
- The student will be able to follow and provide clear instructions to support team tasks and projects.
- The student will be able to manage and resolve conflicts within teams professionally and effectively.

- **Technology**

- The student will be able to ethically and effectively navigate various software, platforms, and tools relevant to their work.
- The student will be able to adapt to different work environments including remote and in-person settings.
- The student will be able to confidently use common software applications and key platforms along with social media tools.
- The student will be able to learn and apply new technologies and equipment as required by the job.
- The student will be able to leverage technology to improve efficiency and complete tasks promptly.