

Career Readiness Competencies Assignment

Objective

To integrate career and professional development within a student's experience and demonstrate requisite core competencies that broadly prepare students for success in the workplace and lifelong career management.

Learning Goals

1. Articulate their values, interests, skills, and goals
2. Express the attitudinal and cognitive readiness necessary for making educational and vocational choices
3. Identify experiences available to explore interests and skills (job shadowing, student organizations, volunteer work, introductory classes, etc.)
4. Articulate their skills and abilities related to each of the NACE career readiness competencies
5. Outline a path to reach their early career goals

Resources

[NACE Competencies Defined](#)
[Getting Started with Handshake](#)
[Edit Your LinkedIn Profile](#)

NACE Competencies and Activities

Critical Thinking

- Identify a campus issue and present potential solutions to the Student Government Association
- Complete a career assessment (Focus 2 Career, Myers Briggs-Type Indicator, or Strong Interest Inventory) and schedule an appointment with the Career Development Center to discuss your results

Communication

- Complete a mock interview with the Career Development Center
- Finalize your self-narrative (present an elevator pitch to class, have your resume or cover letter reviewed, update your LinkedIn profile, etc.)

Teamwork

- Get involved with a student organization on campus
- Complete a group project for a class

Technology

- Identify a technology that is useful in your chosen career field and complete a training or course to build your skills
- Produce a video to highlight the work of a student organization

Leadership

- Participate in a leadership training program offered by the Sarah R. Opperman Leadership Institute
- Seek a formal or informal leadership role in a student organization



**CAREER
DEVELOPMENT
CENTER**

CENTRAL MICHIGAN UNIVERSITY

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▶ NACE Competencies and Activities

Professionalism

- Visit First Impressions for a style consultation
- Request a letter of recommendation from a professor or advisor

Career & Self-Development

- Conduct an informational interview to learn about your career field and grow your network
- Complete a skills assessment to identify areas of strength and potential growth

Equity & Inclusion

- Meet with a Study Abroad advisor to learn about opportunities related to your career or major
- Attend a workshop sponsored by the Center for Inclusion and Diversity

▶ Assignment

Select four NACE career readiness competencies and participate in at least one activity per competency to develop your skills. Compose a 500-word essay based on your experiences developing your career readiness skills using the NACE competencies. Use the following prompts to guide your essay:

- What did you learn about yourself?
- What did you like or dislike about each of the professional development activities?
- What will you do to continue developing your career readiness skills in the future?
- How did your experiences with these activities align with your expectations? What surprised you?

