Career Readiness Self-Assessment

Complete the following self-assessment to see what professional competencies you need to develop and practice to be career ready and experience workplace success.

Scoring Rubric:

5 Expert: this skill and use it on a regular basis

4 Proficient:

3 Capable: You use this skill on a basic level, but have plenty of room to use it more

2 Emerging: kill

1 Learner:

Self-Assessment Table

Career Readiness Topics	Description of Topics	Your Score
Communication	Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.	
Teamwork and Interpersonal	Build and maintain collaborative relationships to work effectively with others in a team setting through while contributing towards a common goal.	
Leadership	Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adaptability and effective decision-making.	
Creativity and Problem Solving	Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.	
Professionalism and Work Ethic	Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.	
Global/ Intercultural Perspective	Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.	
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.	
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 is able to 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.	

Are You Career Ready? Career Readiness Strategies Now that you have reflected