



Mentoring Program

Career Competency Self-Assessment

This self-assessment is intended to:

- Help you learn about the Hire U career competencies and some of the associated behavioral characteristics;
- Help you associate your experiences with particular competencies;
- Identify your current career competencies strengths and weaknesses;
- Help you determine which 3 career competencies you will focus on developing.

Please be objective and realistic regarding your current competency experiences in this assessment so this tool can provide you with a basis for planning goals and objectives for the future, creating a road map for self-development.

Once completed, please return to the START HERE Achievement to select the three career competencies you would like to focus on.

Critical Thinking & Problem-Solving	Beginner	Basic	Intermediate	Advanced	Expert
Making decisions using sound reasoning and judgement.					
Communicating actions and rationale to stakeholders.					
Managing difficult situations in the workplace, as well as complex business challenges.					
Multi-tasking in a fast-paced environment and proactively anticipating needs.					
Oral & Written Communication	Beginner	Basic	Intermediate	Advanced	Expert
Asking questions for specific information from supervisors, specialists, and others.					
Framing communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.					
Communicating in a clear and organized manner so that others can effectively understand.					
Demonstrating verbal/non-verbal abilities, such as oral and written communication skills for conveying information.					
Digital Technology	Beginner	Basic	Intermediate	Advanced	Expert
Using technology to integrate information to support relevant, effective, and timely decision-making.					
Seeking out opportunities to improve knowledge of tools and technologies that may assist in streamlining work and improving productivity.					
Adhering to ethical standards and conventions for safeguarding privacy and security.					
Adapting well to new and quickly changing technologies.					
Teamwork & Collaboration	Beginner	Basic	Intermediate	Advanced	Expert
Collaborating with others to achieve common goals.					
Managing conflict, diverse personalities, and exercising the ability to compromise.					
Building positive working relationships with my supervisor and team members/coworkers.					
Accountability for individual and team responsibilities and deliverables.					



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Leadership	Beginner	Basic	Intermediate	Advanced	Expert
Planning, initiating, managing, completing, and evaluating projects.					
Seeking out and leveraging diverse or competing perspectives and feedback from others to inform direction.					
Motivating and inspiring others by encouraging them and by building mutual trust.					
Recognizing and supporting the strengths of others to achieve common goals.					
Equity & Inclusion	Beginner	Basic	Intermediate	Advanced	Expert
Advocating for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.					
Soliciting and using feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.					
Addressing the systems of privilege that limit opportunities.					
Effectively integrating into new culturally diverse environments; effectively communicating and adapting in intercultural and multilingual situations.					
Career & Self-Development	Beginner	Basic	Intermediate	Advanced	Expert
Recognizing and articulating how specific strengths, skills, knowledge, and experiences connect to career goals and related opportunities.					
Assuming duties or positions that will align with my career advancement.					
Establishing, maintaining, and/or leveraging relationships with people who can help me progress.					
Awareness of professional areas which have room for growth and pursuing opportunities to develop related skill sets.					
Professionalism & Work Ethic	Beginner	Basic	Intermediate	Advanced	Expert
Acting equitably with integrity and accountability to myself, others, and the organization.					
Demonstrating dependability (e.g., report consistently for work or meetings).					
Attention to detail, resulting in few if any errors in my work.					
Understanding the importance of nonverbal behavior in a professional setting.					
Personal Well-Being	Beginner	Basic	Intermediate	Advanced	Expert
Balancing and supporting work, career, and personal and social needs.					
Utilizing training and support for well-being, and advocate for one's needs related to health and well-being.					
Acknowledging the mind and body's impact on work and productivity and taking regular steps to promote health.					
Utilizing strategies for coping and building resilience to manage difficult or unexpected situations.					