

Competencies for a Career-Ready Workforce



Career & Self Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.



Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.



Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.



Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.



Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.



Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.



Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.



What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.

Rubric

This rubric will be used to score the National Student Employment Association Student Employee of the Year nominations for 2020. Nominators should use this rubric as a reference when crafting nomination letters for their student employees. Scorers should use this rubric for deciding upon award recipients. Please select a score of 1-5 for each competency area and total the points at the end.

Student's Name _____

Criteria <i>(Shelton, 2018)</i>	Excellent (5) Exceeds the criteria listed	Good (4) Clearly meets the criteria listed	Fair (3) Minimally meets the criteria listed	Poor (2) Does not meet the criteria listed	N/A (1) Not enough information provided to score
<p>Communication</p> <p><i>Definition: "Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization (NACE, 2019)."</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Communicates efficiently verbally and non-verbally</i> - <i>Exhibits excellent public speaking skills</i> - <i>Contributes to the department by writing and editing documents clearly</i> 	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.
<p>Digital Technology</p> <p><i>Definition: "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. (NACE, 2019)."</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Utilizes technology to solve workplace issues</i> - <i>Adapts to workplace technologies easily</i> - <i>Identifies appropriate hardware and software to accomplish goals.</i> 	Nominator provided specific details and examples about how the student exceeded the criteria listed.	Nominator provided specific details and examples about how the student meets the criteria listed.	Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.	Nominator provided some information about the nominee's job contributions, but detail was lacking.	No information was provided about the nominee's progress on this competency.

<p>Problem Solving</p> <p><i>Definition: “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 (NACE, 2019).”</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Thinks originally and creatively to come up with solutions.</i> - <i>Gathers and interprets data to come to decisions</i> - <i>Is able to analyze and interpret situations logically.</i> 	<p>Nominator provided specific details and examples about how the student exceeded the criteria listed.</p>	<p>Nominator provided specific details and examples about how the student meets the criteria listed.</p>	<p>Nominator provided specific details about the nominee’s job contributions, but did not clearly relate it to this competency.</p>	<p>Nominator provided some information about the nominee’s job contributions, but detail was lacking.</p>	<p>No information was provided about the nominee’s progress on this competency.</p>
<p>Professionalism/Work Ethic</p> <p><i>Definition: “Demonstrate personal accountability and effective work habits...The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes (NACE, 2019).”</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Manages their workload efficiently.</i> - <i>Displays a professional image through both their actions and appearance.</i> - <i>Acts with integrity and honesty to serve the community as a whole.</i> 	<p>Nominator provided specific details and examples about how the student exceeded the criteria listed.</p>	<p>Nominator provided specific details and examples about how the student meets the criteria listed.</p>	<p>Nominator provided specific details about the nominee’s job contributions, but did not clearly relate it to this competency.</p>	<p>Nominator provided some information about the nominee’s job contributions, but detail was lacking.</p>	<p>No information was provided about the nominee’s progress on this competency.</p>

<p>Intercultural Fluency</p> <p><i>Definition: "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 (NACE, 2019)."</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Interacts with all people in a respectful and understanding fashion.</i> - <i>Makes an effort to create an environment of inclusivity.</i> - <i>Seeks to increase their understanding and knowledge of other peoples.</i> 	<p>Nominator provided specific details and examples about how the student exceeded the criteria listed.</p>	<p>Nominator provided specific details and examples about how the student meets the criteria listed.</p>	<p>Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.</p>	<p>Nominator provided some information about the nominee's job contributions, but detail was lacking.</p>	<p>No information was provided about the nominee's progress on this competency.</p>
<p>Career Management</p> <p><i>Definition: "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 (NACE, 2019)."</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Self-advocates for opportunities in the workplace.</i> - <i>Articulates the skills and knowledge they acquire throughout work.</i> - <i>Sees the bigger picture of how their work ties into their future aspirations.</i> 	<p>Nominator provided specific details and examples about how the student exceeded the criteria listed.</p>	<p>Nominator provided specific details and examples about how the student meets the criteria listed.</p>	<p>Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.</p>	<p>Nominator provided some information about the nominee's job contributions, but detail was lacking.</p>	<p>No information was provided about the nominee's progress on this competency.</p>

<p>Leadership</p> <p><i>Definition: "Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others (NACE, 2019)."</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Delegates work fairly to others' in the workplace</i> - <i>Understands how each team member brings individual strengths and skills to the table.</i> - <i>Prioritizes and organizes their workload within the team.</i> 	<p>Nominator provided specific details and examples about how the student exceeded the criteria listed.</p>	<p>Nominator provided specific details and examples about how the student meets the criteria listed.</p>	<p>Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.</p>	<p>Nominator provided some information about the nominee's job contributions, but detail was lacking.</p>	<p>No information was provided about the nominee's progress on this competency.</p>
<p>Teamwork</p> <p><i>Definition: "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 (NACE, 2019)."</i></p> <p><i>Nominator may provide examples for how the nominee:</i></p> <ul style="list-style-type: none"> - <i>Builds relationships and rapport with others in the workplace.</i> - <i>Negotiates and manages conflict smoothly and effectively.</i> - <i>Impactfully works with others to achieve a common goal.</i> 	<p>Nominator provided specific details and examples about how the student exceeded the criteria listed.</p>	<p>Nominator provided specific details and examples about how the student meets the criteria listed.</p>	<p>Nominator provided specific details about the nominee's job contributions, but did not clearly relate it to this competency.</p>	<p>Nominator provided some information about the nominee's job contributions, but detail was lacking.</p>	

Total Points Received: _____ / 40