

Career Competencies



As a student at ASU, you are constantly building new skills, experiences and competencies that contribute to your overall personal growth and professional development. Many of these skills and experiences can be used to help you be career ready even before graduation. These eight career competencies encompass the skills that employers are seeking and highly qualified candidates often possess.

Career and Professional Development Services has made it easy for you to ensure you are making strides in each of these areas. As you explore upcoming events, workshops and career resources, we have included the icons below that will let you know you which career competency the resource or event addresses and provides experience in. That way, when asked "Are you career ready?" You'll know you can answer with confidence.



Critical Thinking/Problem Solving

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.



Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time management, and understand the impact of non-verbal communication on professional work image. 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.



Teamwork/Collaboration

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.



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.



Global/Intercultural Fluency

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.



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.



Oral/Written Communication

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write and edit memos, letters and complex technical reports clearly and effectively.



Leadership

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize and delegate work.

Are you career ready?

According to NACE, career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. In other words, career readiness means that you have experience and skills in each of the eight career competencies and are capable of navigating the job search and interview process and have the skills and knowledge to be successful in the career of your choosing.

Adapted from NACE Career Readiness for the New College Graduates