

Career Competencies Defined

Employers are looking to hire college students and recent graduates who know how to use their talents, strengths and interests. Mastering these Career Readiness Competencies will prepare you for a successful transition into the workplace.

CRITICAL THINKING

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

- Gather and analyze information from a variety of sources to fully understand a problem.
- Accurately summarize and interpret data.
- Make decisions and solve problems using sound reasoning and judgment.
- Proactively anticipate needs and prioritize action steps.
- Effectively communicate actions and rationale to stakeholders.

COMMUNICATION

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

- Effectively use public speaking and presentation skills in front of various-sized audiences.
- Demonstrate verbal/non-verbal abilities, such as oral and written communication skills.
- Ability to use active listening, persuasion, and influencing skills.
- Effectively address and resolve disagreements.
- Promptly inform relevant others when needing guidance with assigned tasks

LEADERSHIP

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

- Lead by example.
- Seek out and leverage resources and feedback from others to inform direction.
- Understand and contribute to achieving current and future individual, team, and strategic goals.
- Monitor and manage one's own work and the work of others. Inspire, persuade, and motivate self and others under a shared vision.

TECHNOLOGY

Understand and leverage digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

- Navigate change and learn new digital solutions.
- Enhance organizational, professional, and personal efficiencies through the use of technologies.
- Recognize impact of personal/professional brand and engage responsibly across social platforms and technologies.
- Use technology to synthesize information and data to improve performance.

TEAMWORK

Build and maintain collaborative relationships to work effectively with others toward common goals while appreciating diverse viewpoints and shared responsibility.

- Allow your strengths, knowledge, and talents to complement those of others.
- Be accountable for individual contributions and team responsibilities.
- Listen to and consider the range of team member ideas and experiences.
- Effectively manage conflict, diverse personalities, and ambiguity with resilience.
- Exercise the ability to compromise, be agile, deal with ambiguity

PROFESSIONALISM

Understand and demonstrate effective work habits, learn from mistakes, and act in the interest of the larger community.

- Act with integrity and accountability to self, others and the organization.
- Be punctual, prepared, and respectful of others' time.
- Adapt to evolving needs and take initiative.
- Manage time efficiently and effectively.
- Manage personal brand.

SELF AWARENESS

Identify, articulate, and promote one's skills, strengths, knowledge, and experiences relevant to personal growth and professional success.

- Identify areas for continual growth and pursue and apply feedback.
- Seek and embrace development opportunities.
- Professionally advocate for one's self and others.
- Be mindful of other perspectives as it relates to your journey.

DIVERSITY, EQUITY & INCLUSION

Understand and appreciate the importance of diverse perspectives and demonstrate consideration for individual, community, and organizational viewpoints.

- Encourage expression of and celebrate differences.
- Perceive, respect, and engage with differing viewpoints.
- Recognize and address potential personal biases.
- Accept feedback and be willing to make necessary change.



ST. JOHN'S
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CAREER SERVICES