NACE CAREER COMPETENCIES

While technical skills are critical to your professional success, there are other factors that can determine your career readiness. In other words, you may know how to execute job functions, but you may need more training in how to succeed at work or manage your career in the long term. Sometimes, these are referred to as hard and soft skills. Hard skills are typically learned in a classroom or during job training. Soft skills are acquired through exposure to a variety of experiences that contribute to your personal growth.

The National Association of Colleges and Employers has identified eight career competencies (a combination of hard and soft skills), compiled from employer feedback, each of which can be demonstrated in a variety of ways and that contribute to career readiness.

They are:

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.

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How career ready are you?

What activities, experiences, or accomplishments can you include under each competency?

Fill out the chart below with notes or stories you could share about each category (samples included).

Then, **reflect:**

- If one of your charts has none or few notes, what can you do to pay it more attention?
- Do you notice that you are using the same example in each competency?
- What can you do to diversify your experience and have a greater number of examples to reference?
- Would you want to work with you? What weakness can you address?

Career & Self Development	Communication
• Samples: Spring Career Fair, Employer Information Sessions, Engineering Society Conferences	• Samples: Global Engineering Leadership Minor, ENES100, Toastmasters, Public Speaking & Theatre classes
Critical Thinking	**Equity & Inclusion**
• Samples: Balloon Payload Program, FIRE	• Samples: Engineers Without Borders, SWE, NSBE, SHPE, ENES 338K
Leadership	**Professionalism**
• Samples: Student Societies (ASME, ESC, TBP)	• Samples: Summer Internship, On-campus Job
Teamwork	**Technology**
• Samples: Terps Racing, QUEST Honors Program	• Samples: LinkedIn Learning: MATLAB, SolidWorks

Need help identifying behaviors that determine your career readiness or help identifying resources to diversify your experiences?

Stop by Engineering Career Services or schedule an appointment to meet with a Career Advisor.