

CAREER SKILLS ACTIVITY

This worksheet is designed to help you reflect on your career skills and identify skill gaps. The career skill areas below are skills and traits that employers highly value from graduates according to the National Association of Colleges and Employers (NACE).

STEP ONE: Rate yourself on each of the skills below. Place a 3 in the box if you are highly skilled in the area, a 2 if you are moderately skilled, or a 1 if you feel you need improvement. **STEP TWO:** total your scores for each career skill.

	COMMUNICATION Clearly and effectively expresses ideas and information		CRITICAL THINKING Identify and respond to needs based upon situational context and logical analysis		ENGAGEMENT ACROSS PERSPECTIVES Demonstrate the awareness, attitude, knowledge, and skills required to engage and include all people		TECHNOLOGY Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals
	Writing professional emails		Multi-tasking		Actively learning about other cultures		Navigating changes within technology
	Tailoring communication		Anticipating challenges		Advocating for balanced practices		Using technology to improve productivity
	Editing/proofreading		Summarizing and interpreting data		Gaining feedback from other perspectives		Identifying appropriate technology for completing tasks
	Taking good notes		Thinking creatively		Being open minded		Using technology in decision-making
	Informing others when you need help		Brainstorming ideas		Removing barriers for others		Manipulating information using technology
	Public speaking		Prioritizing		Adapting to various environments		Constructing ideas using technology
	Creating reports from data		Analyzing information		Recognizing one's biases		Achieving strategic goals through technology
	Reading non-verbal cues		Coming up with solutions to problems		Actively engaging all members of a group		Adapting to new technologies
	Active listening		Practicing self-reflection		Using language that includes everyone		Using technology to become efficient
	Explaining difficult concepts to others		Making informed decisions		Demonstrating empathy		Solving challenges using technology
	Total:		Total:		Total:		Total:
	LEADERSHIP Recognize and use personal and team strengths to achieve organizational goals		PROFESSIONALISM Demonstrate effective work habits, and promote efficient work practices		TEAMWORK Build positive relationships with others and engage with groups		CAREER & SELF-DEVELOPMENT Develop oneself through continual personal and professional learning of one's strengths
	Leading meetings/discussions		Paying attention to detail		Building relationships		Showing an awareness of strengths
	Mentoring		Being present and prepared		Collaborating with others		Identifying areas of continual growth
	Teaching/training others		Being punctual		Meeting team expectations		Developing plans & goals for one's future
	Setting group goals		Consistently meeting/exceeding goals		Resolving conflicts		Professionally advocating for oneself
	Inspiring/motivating others		Setting and meeting deadlines		Showing respect for others		Displaying curiosity
	Creating presentations		Accepting responsibility for one's actions		Holding others accountable		Seeking out opportunities to learn
	Building consensus		Being organized		Delegating tasks		Establishing and maintaining relationships with others who can help one professionally
	Building team trust and morale		Receiving feedback		Having an ability to compromise		Seeking to embrace development opportunities
	Planning group activities		Enlisting help		Perceiving team dynamics		Voluntarily participating in further education
	Using innovative thinking to go beyond traditional methods		Showing dedication towards doing a good job		Listening carefully to others		Pursuing and applying feedback
	Total:		Total:		Total:		Total:

STEP 3: Review your scores above. Which are your top 3 highest and 3 lowest scoring career skill areas? (i.e., Communication, Leadership, etc.)

Highest Career Skill Areas: _____

Lowest Career Skill Areas: _____

1. If you have an idea for your future career path, which of the skills above will you need for your future career and why? (Check [ONETonline.org](https://www.onetonline.org) to explore careers and skills)

2. Based on your careers of interest, which career skills do you need to continue improving? What are some activities (i.e., academic, community, etc.) that could help you improve in these career skill areas?

STEP 4: Review your 3 highest scoring career skills. Use the following chart to outline how you have used these transferrable skills in recent experiences.

Career Skill	Work or Internship Experience	Academics and/or Research	Co-curricular	Other
<i>Example:</i> Communication – writing professional emails	<i>Example:</i> wrote emails to clients on behalf of my internship site’s company	<i>Example:</i> wrote professional emails to faculty requesting recommendations	<i>Example:</i> coordinated an event for my organization, which required emailing logistics to members	<i>Example:</i> wrote emails to potential connections on LinkedIn to inquire about shadowing opportunities

*Some information adapted from a UNC Asheville Career Center handout