Are You Career Ready?
Professional Competency Self-Assessment Tool

Take this self-assessment to see what professional competencies you need to develop and practice to be career ready and experience workplace success.

COMMUNICATION:
Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

☐ **Need to Develop**   ☒ **Currently Developing**   ☐ **Excelling**

Ways to develop this competency:
- Develop and deliver a presentation for a class.
- Check for understanding by asking clarifying questions.
- Proofread on-line and written communication to avoid errors.

Goal for developing this competency:
Took English 302 during this summer, but I want to be able to document things and express my ideas without issues.

TEAMWORK AND INTERPERSONAL:
Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage ones emotions and conflict with others while contributing towards a common goal.

☐ **Need to Develop**   ☒ **Currently Developing**   ☐ **Excelling**

Ways to develop this competency:
- Collaborate with others on a class project where responsibility is shared and not divided.
- Handle difficult conversations in person with respect.
- Consider others' perspectives before making a decision.

Goal for developing this competency:
I want to be able to collaborate on a development project.

LEADERSHIP:
Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adaptability and effective decision-making.

☐ **Need to Develop**   ☐ **Currently Developing**   ☒ **Excelling**

Ways to develop this competency:
- Take on a leadership role in a group or organization.
- Demonstrate initiative at your job/internship by taking on additional responsibilities.
- Motivate team members with a positive attitude and leverage their strengths when delegating work.

Goal for developing this competency:
I have led a group to design a game for the from 2013 to 2016. I want to lead a group again.

CREATIVITY AND PROBLEM-SOLVING:

Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

☐ *Need to Develop*   ☐ *Currently Developing*   ☒ *Excelling*

Ways to develop this competency:
- Develop an action plan with specific steps to solve a problem.
- Brainstorm solutions to a problem before bringing it to a supervisor/professor.
- Activate your mind – read, do puzzles, write, etc.

Goal for developing this competency:
I have thought of software problems and looked for ways that I would change them. I am currently developing a game where I am creating useful algorithms.

PROFESSIONALISM AND PRODUCTIVITY:

Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.

☐ *Need to Develop*   ☒ *Currently Developing*   ☐ *Excelling*

Ways to develop this competency:
- Use a planner or calendar to prioritize work/assignments and meet deadlines.
- Reflect on a recent challenge and identify areas of growth and improvement for the future.
- Review your social media through the eyes of a future employer and determine appropriateness.

Goal for developing this competency:
I want to finish all of my work on time, and have time to work on it before its due

GLOBAL PERSPECTIVE:

Respect the viewpoints of those from diverse cultures, races, ages, genders, religions and lifestyles to build collaborative relationships and communicate effectively. The ability to appreciate, value, and learn from other cultures and perspectives to move beyond tolerance.

☐ *Need to Develop*   ☐ *Currently Developing*   ☒ *Excelling*

Ways to develop this competency:
- Attend an event on campus that encourages you to step outside your comfort zone.
- Engage in conversation with individuals who have different perspectives than your own.
- Participate in a study abroad or volunteer experience to broaden your horizons.

Goal for developing this competency:
I went to two of the most diverse schools in the United States. Annandale High School and George Mason University.