









ARE YOU CAREER READY?

UCS has identified the following Career Readiness Competencies as necessary to succeed in the workplace. Rank yourself on a scale of “experienced” (5) to “requires substantial work” (1). Use the space under each to list ways in which you can work toward improvement. The UCS staff is a great resource for ideas.

<p>PROFESSIONALISM & WORK ETHIC Demonstrate integrity, resilience, accountability; take initiative, maintain effective work habits, produce high quality results, project a professional image</p> 	Rank: _____
<p>CREATIVITY & PROBLEM SOLVING Ability to analyze issues, synthesize information, make decisions, think critically and strategically to develop original ideas and innovative solutions</p> 	Rank: _____
<p>COMMUNICATION Articulate thoughts, express ideas, interpret messages using oral, written, non-verbal communication, and listening skills; instruct, persuade, deliver information</p> 	Rank: _____
<p>TEAMWORK & COLLABORATION Build and maintain collaborative relationships to work effectively with others, shared responsibility, and respect both inside and outside of the organization</p> 	Rank: _____
<p>LEADERSHIP Leverage strengths of others to achieve common goals, coach and develop others, able to assess and manage emotions, use empathy, motivate, organize, delegate work</p> 	Rank: _____
<p>GLOBAL PERSPECTIVE Value, respect, learn from diverse cultures, races, ages, genders, sexual orientations, religions; demonstrate inclusiveness, ability to interact respectfully and understand differences</p> 	Rank: _____
<p>TECHNICAL APPLICATION Leverage existing technologies ethically and efficiently to solve problems, complete tasks, accomplish goals. Demonstrate effective adaptability to new and emerging technologies</p> 	Rank: _____
<p>CAREER MANAGEMENT Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals, identify areas necessary for professional growth</p> 	Rank: _____

