KNOWING YOUR SKILLS ACTIVITY



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| **CAREER - READINESS SKILL** | **DEFINITION** | **NOTES** |
| **Critical Thinking / Problem Solving** | Interpret data, facts, and ideas exercising sound reasoning to analyze issues, solve problems, make decisions, and develop innovative solutions. | Have you had to interpret and analyze information?  Have you had to solve a problem or find a solution in order to increase efficiency? |
| **Oral / Written Communication** | Articulate thoughts and ideas clearly and effectively to a variety of audiences. | Have you presented or talked in front of a group of people?  Do you have experience sending emails to a variety of people? |
| **Teamwork / Collaboration** | Build collaborative team relationships, managing conflict with others while understanding others’ viewpoints and contributing towards a common goal. | Have you been involved with any group projects, organizations, clubs, or teams?  Have you worked with someone you did not agree with and come to a compromise? |
| **Digital Technology** | Select and utilize existing and emerging technologies to ethically and efficiently solve problems, complete tasks, and accomplish goals. | What technology have you used and for what purpose?  Have you sent emails, created graphics, designed presentations, or used Excel? |
| **Leadership** | Motivate, guide and develop others by leveraging strengths, planning, and delegating work to achieve a common goal. | Have you held a leadership role in a club, organization, or team in which you had to delegate tasks?  Have you coached someone through a situation? |
| **Professionalism / Work Ethic** | Demonstrate responsibility, effective work habits, ethical behavior and initiative while maintaining a professional image. | Have you had to interact with professors or employers?  Are you punctual, manage your time well, or hold yourself to a high level of integrity? |
| **Career Management** | Ability to navigate and identify your skills, knowledge and relevant  experience to self-advocate and harness professional growth. | When have you identified your skills in order to complete a project or task?  Have you ever communicated your strengths in order to further your professional development? |
| **Global / Intercultural Fluency** | Respect and learn from differing viewpoints, values, cultures, and identities by demonstrating openness, understanding biases, and interacting with those from diverse backgrounds. | Have you ever had to work with someone with a different view point than you?  Do you recognize biases to attempt to understand their origin and manage them? |

\*Adapted from the Career Readiness materials developed by the National Association of Colleges and Employers (NACE)

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| **CAREER - READINESS SKILL** | **WHAT AREAS DO YOU WANT TO IMPROVE? DISCUSS IDEAS WITH YOUR MENTOR.** |
| **Critical Thinking / Problem Solving** |  |
| **Oral / Written Communication** |  |
| **Teamwork / Collaboration** |  |
| **Digital Technology** |  |
| **Leadership** |  |
| **Professionalism / Work Ethic** |  |
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