

# Career Readiness Self Evaluation Assignment

You each are entering UCI with a unique set of skills and competencies. Did you know that employers have identified 8 competencies that they expect all college graduates to have to successfully transition to the workplace?

Below please find a list of these 8 competencies along with their definitions. Consider if you have already developed this competency in some capacity and explain where and how you developed it. Next, think about the numerous ways you can continue to hone these competencies here at UCI. Consider part-time jobs, volunteering, class projects, campus organizations, internships, etc. When listing ways to further hone these competencies, be as specific as possible. For example, search the UCI Campus Organizations website for a specific campus organization that you could join.



## **CRITICAL THINKING**

***Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information***

Examples: Solving a customer complaint about a product at a coffee shop

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



## **PROFESSIONALISM**

***Demonstrate personal integrity, effective work habits, and a professional work image***

Examples: Arriving on time for every shift at the bookstore wearing appropriate attire

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



## **COMMUNICATION**

***Show understanding of audience's diverse needs in order to articulate thoughts and ideas clearly and effectively in written, verbal, and non-verbal forms***

Examples: Answering the phone effectively at a restaurant

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



## **TEAMWORK**

***Collaborate and work within a diverse team structure; negotiate and manage conflict***

Examples: Collaborating with other students in a high school club to plan an event

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



### LEADERSHIP

*Draw upon interpersonal and organizational skills to motivate and develop others to achieve common goals*

**Examples:** Serving as the Captain of the high school soccer team

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



### TECHNOLOGY

*Select and use appropriate technology to solve problems and accomplish goals*

**Examples:** Creating a PowerPoint presentation for a class

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



### CAREER AND SELF-DEVELOPMENT

*Proactively develop self and career through continual personal and professional learning, awareness of strengths and weaknesses, navigation of career opportunities, and networking to build relationships*

**Examples:** Completing this inventory and being able to talk about how you have each competency in detail

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?



### EQUITY AND 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*

**Examples:** Interacting and collaborating with a diverse group of individuals (customers and team members) through a part time job at the bookstore

- Where and how have you developed this competency already?
- How can you further hone this competency during your time here at UCI?

## ACTION PLAN

Create an action plan to further develop Career Readiness competencies. From the next steps you listed above, select three to further hone some of these competencies.

### GOAL #1

Resources or tools needed:

Deadline:

### GOAL #2

Resources or tools needed:

Deadline:

### GOAL #3

Resources or tools needed:

Deadline: