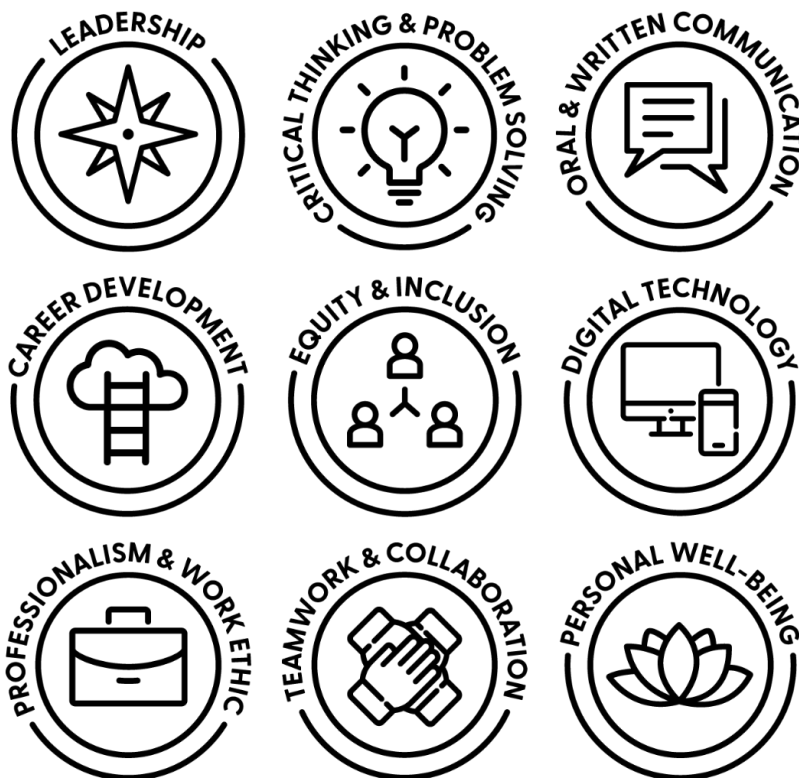


Career Competency Self-Assessment

The Universities at Shady Grove is a regional leader in supporting students on their journey to become prepared for the world of work. We have collaborated with the Montgomery County educational pathway partners, Montgomery County Public Schools and Montgomery College, to develop a shared set of career readiness competencies that reflect the key behaviors that regional employers, across all industries and functional areas, are seeking in graduates entering the world of work.

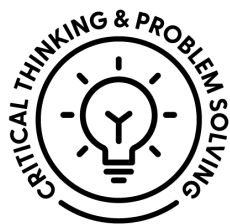
The **9 Career Readiness Competencies** define how you can build sought after career skills progressively, across the educational pathway. The progressive development of these competencies, in addition to completion of postsecondary degrees/credentials, and participation in meaningful experiential learning experiences, will prepare you to be ready to thrive in the world of work.



Career Competency Self-Assessment

Proficiency Level		
Beginner	<i>You have a common knowledge or an understanding of basic techniques and concepts.</i>	• <i>Applies the competency in the simplest situations.</i> • <i>Requires close and extensive guidance.</i> • <i>Demonstrates awareness of concepts and processes.</i>
Basic	<i>You have the level of experience gained in a classroom and/or work scenarios or as a trainee on-the-job. You are expected to need help when performing this skill.</i>	• <i>Applies the competency in somewhat difficult situations.</i> • <i>Requires frequent guidance.</i> • <i>Demonstrates familiarity with concepts and processes.</i>
Intermediate	<i>You are able to successfully complete tasks in this competency as requested. Help from an expert may be required from time to time, but you can usually perform the skill independently.</i>	• <i>Applies competency in difficult situations.</i> • <i>Requires occasional guidance.</i> • <i>Demonstrates understanding of concepts and processes.</i>
Advanced	<i>You can perform the actions associated with this skill without assistance. You are certainly recognized within your immediate organization as "a person to ask" when difficult questions arise regarding this skill.</i>	• <i>Applies the competency in considerably difficult situations.</i> • <i>Generally requires little or no guidance.</i> • <i>Demonstrates broad understanding of concepts and processes.</i>
Expert	<i>You are known as an expert in this area. You can provide guidance, troubleshoot and answer questions related to this area of expertise and the field where the skill is used.</i>	• <i>Applies the competency in exceptionally difficult situations.</i> • <i>Serves as a key resource and advises others.</i> • <i>Demonstrates comprehensive, expert understanding of concepts and processes.</i>

Career Competency Self-Assessment



CRITICAL THINKING & PROBLEM SOLVING:

Exercise sound reasoning and analytical thinking. Use knowledge, facts, and data to solve problems and make decisions. Strategically demonstrate innovation, creativity, and inventiveness to achieve outcomes.

I navigate and use information for decision making, using sound, inclusive reasoning and judgment.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I can organize and plan strategies and effectively communicate actions and rationale to stakeholders.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I come to well-reasoned conclusions and solutions, testing them against relevant criteria and standards.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I manage difficult or unexpected situations in the workplace, as well as complex business challenges.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I can multitask well in a fast-paced environment and proactively anticipate needs.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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Total score for **Critical Thinking and Problem Solving** section: _____

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:

Career Competency Self-Assessment



ORAL & WRITTEN COMMUNICATION:

Utilize effective communication strategies to convey information to a target audience. Employ a variety of writing styles and formats to articulate ideas and messages in a clear, compelling, and sensitive manner when speaking publicly or engaging in professional interactions.

I ask appropriate questions for specific information from supervisors, specialists, and others.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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I can frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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I can demonstrate verbal/non-verbal abilities, such as oral and written communication skills for conveying information.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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I communicate in a clear and organized manner so that others can effectively understand.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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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:

Career Competency Self-Assessment



DIGITAL TECHNOLOGY:

Demonstrate general proficiency in commonly used technology tools and applications to ethically solve problems. Engage in continual learning of emerging technologies to maintain adaptability. Employ innovative use of technology tools to enhance professional and organizational success.

I manage technology to integrate information to support relevant, effective, and timely decision-making.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I seek out opportunities to improve knowledge of tools and technologies that may assist in streamlining work and improving productivity.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I adhere to ethical standards and conventions for safeguarding privacy and security.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I adapt to new and quickly changing technologies.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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Ways to develop this competency:

- Consider taking a course in computer science
- Gain a new and deeper understanding of a technology you are currently using by watching on-line tutorials
- Increase your professional online presence

Goal for developing this competency:

Career Competency Self-Assessment



TEAMWORK & COLLABORATION:

Build collaborative relationships and maximize strengths across diverse teams. Navigate group dynamics and manage conflict to achieve common goals. Negotiate solutions to meet the varied needs of professional stakeholders.

I collaborate with others to achieve common goals.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I am accountable for individual and team responsibilities and deliverables.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I effectively manage conflict, diverse personalities, and exercise the ability to compromise.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I build positive working relationships with my supervisor and team members/coworkers.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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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:

Career Competency Self-Assessment



LEADERSHIP:

Able to leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage one's own emotions and those of others; use empathy to guide and motivate. Take initiative to organize, prioritize, and delegate work.

I can plan, initiate, manage, complete and evaluate projects.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I seek out and leverage diverse or competing perspectives and feedback from others to inform my direction.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I can motivate and inspire others by encouraging them and by building mutual trust.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I recognize and support the strengths of others to achieve common goals.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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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:

Career Competency Self-Assessment



EQUITY & INCLUSION:

Value, respect, and learn from individuals with diverse identities and backgrounds. Demonstrate openness, inclusiveness, and sensitivity with all people. Continually seek deeper knowledge and understanding of varied cultures in order to skillfully navigate a local, national, and global landscape. Engage in anti-racist practices that actively challenge individual and systemic racism, inequities, and personal biases.

I advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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I effectively integrate into new culturally diverse environments; effectively communicate and adapt in intercultural and multilingual situations.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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I solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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I address the systems of privilege that limit opportunities.

<i>Beginner - 1</i>	<i>Basic - 2</i>	<i>Intermediate - 3</i>	<i>Advanced - 4</i>	<i>Expert - 5</i>
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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:

Career Competency Self-Assessment



CAREER DEVELOPMENT:

Can identify and articulate transferable skills, strengths, knowledge, and experiences relevant to desired career goals. Seek to continually add knowledge and skills required for progression along a career pathway. Explore and navigate steps necessary to pursue professional opportunities which match personal values.

I recognize and articulate how specific strengths, skills, knowledge, and experiences connect to career goals and related opportunities.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I have an awareness of professional areas which have room for growth and pursue opportunities to develop related skill sets.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I assume duties or positions that will align with my career advancement.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I establish, maintain, and/or leverage relationships with people who can help me progress.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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Ways to develop this competency:

- Strengthen your career industry knowledge by listening to industry webinars, podcasts, virtual panels or classes
- Acquire new skills to improve your marketability
- Creating time for networking

Goal for developing this competency:

Career Competency Self-Assessment



PERSONAL WELL-BEING:

Enhance self-awareness by developing a better understanding of personal motivations, emotions, and behaviors. Engage in the continual enhancement of one's physical, mental, and emotional health. Cultivate and foster habits of well-being to increase focus, productivity, and impact.

I balance and support work, career, and personal and social needs.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I utilize organizational training and support for well-being, and advocate for one's needs related to health and wellbeing.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I acknowledge the mind and body's impact on work and productivity and taking regular steps to promote health.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I utilize strategies for coping and building resilience to manage difficult or unexpected situations.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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Ways to develop this competency:

- Watch and learn from the people who inspire you
- Write in a journal on daily or weekly basis
- Consider adding some physical activity to your daily routine

Goal for developing this competency:

Career Competency Self-Assessment



PROFESSIONALISM & WORK ETHIC:

Able to demonstrate initiative, personal accountability, effective workload management, and efficient use of time. Exercise integrity and ethical behavior in the workplace. Develop an exemplary professional reputation and the ability to adapt to organizational culture and conduct expectations in varied work settings.

I act equitably with integrity and accountability to self, others, and the organization.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I demonstrate dependability (e.g., report consistently for work or meetings).

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I have an attention to detail, resulting in few if any errors in their work.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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I understand the importance of nonverbal behavior in a professional setting.

Beginner - 1	Basic - 2	Intermediate - 3	Advanced - 4	Expert - 5
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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:
