



Career Readiness Self-Assessment Tool Academic Courses

Our goal is career ready!

Career readiness is the understanding and demonstration of essential competencies that broadly prepare college graduates for successful transition into the workplace. This tool is designed for you to assess your skill level before the assignment and anticipated skill level after the completion of the NACE Competencies Reflection assignment.

Excellent= 4
Good= 3
Average= 2
Weak= 1

Date: _____ Student Name: _____

Competency	Definition	Rate Yourself (Baseline)	Rate Yourself (After Assignment)
Critical Thinking/ Problem Solving	Practice sound reasoning and analytical skills to make decisions and overcome problems.	4	4
		3	3
		2	2
		1	1
Oral/ Written Communications	Articulate thoughts and ideas clearly to a variety of audiences and employ effective public speaking skills	4	4
		3	3
		2	2
		1	1
Teamwork/ Collaboration	Build collaborative relationships with coworkers and be able to work well in a team environment.	4	4
		3	3
		2	2
		1	1

Digital Technology	Leverage existing digital technologies ethically and efficiently to complete tasks; demonstrate effective adaptability to new technologies.	4 3 2 1	4 3 2 1
Leadership	Utilize the strengths of others to achieve common goals; use interpersonal skills to develop and motivate others.	4 3 2 1	4 3 2 1
Professionalism/Work Ethic	Exhibit effective work habits such as punctuality, working productively, personal accountability, integrity, and ethical behavior	4 3 2 1	4 3 2 1
Career Management	Identify skills, strengths, knowledge, experiences, and areas of growth related to career goals; navigate job options and pursue opportunities.	4 3 2 1	4 3 2 1
Global/Intercultural Fluency	Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people; understand individuals' differences.	4 3 2 1	4 3 2 1
TOTAL			

If your score decreased in one (or several) of the competencies, please indicate why you feel it did? Thank you!

Score Evaluation

25-32

Great job! You have learned most of the skills that employer's desire. If you can articulate solid evidence of these abilities, you have the potential to be a high-achieving professional.

16-24

You are a strong applicant! You have many necessary skills to succeed in the workforce. You need to build on these strengths and work on the weaker areas.

9-15

You are on your way to becoming a professional! You possess some highly desirable skills and need to identify ways to develop additional abilities.

1-8

There is a definite need for improvement. Consider the recommendations below and create an action plan to develop all 8 of the competencies before you graduate from TCC.

Recommendations to Develop Career Readiness Competencies:

- View additional Life Skills videos in [Virtual Job Shadow](#).
- Develop (or update) a modern résumé and submit it for feedback in [TCC FutureLink](#).
- Practice a virtual mock interview in [TCC FutureLink](#).
- Participate in experience/work-based learning ([EagleShadow \(job shadowing\)](#), [internships](#), volunteer, etc.)
- Collect writing samples and develop an eportfolio.
- Digital technology differs by industry. Research and consider the specific tools, software or programs you must be familiar with to be prepared for your future career.
- Develop problem solving & leadership skills through course projects, reflection papers or through group assignments.
- Utilize free career readiness resources, such as [Career Coach](#), [Candid Career](#) and [Vita Navis](#).
- Develop (or update) your [LinkedIn profile](#).
- Get involved on-campus with [TCC Student Life programs](#).
- [Attend Résumania](#), [CareerFest Week](#), [the TCC Hiring Fair](#) or any career related event.
- Identify a professional organization that matches your future career, join & become an active member. The Career Center can help identify organizations that align with your future career field. For assistance, email careercenter@tcc.fl.edu.