

## *Career Ready Skills* (Adapted from The National Association for Colleges and Employers)

COMPETENCY	DESCRIPTION
<b>CRITICAL THINKING/PROBLEM SOLVING</b>	Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.
<b>ORAL/WRITTEN COMMUNICATION</b>	Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. Exhibit public speaking skills, express ideas to others, write/edit memos, letters, and complex technical reports clearly and effectively.
<b>TEAMWORK/COLLABORATION</b>	Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Work within a team structure, and negotiate and manage conflict.
<b>DIGITAL TECHNOLOGY</b>	Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. Demonstrate effective adaptability to new and emerging technologies.
<b>LEADERSHIP</b>	Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.
<b>PROFESSIONALISM/WORK ETHIC</b>	Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, time workload management, and understand the impact of non-verbal communication on professional work image. Demonstrate integrity and ethical behavior, act responsibly with the interest of the larger community in mind, and learn from mistakes.
<b>CAREER MANAGEMENT</b>	Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. Navigate and explore job options, understand and take the steps necessary to pursue opportunities, and understand how to self-advocate for opportunities in the workplace.
<b>GLOBAL/INTERCULTURAL FLUENCY</b>	Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact with all people and understand individuals' differences.

Learn more about Career Ready Skills at [www.towson.edu/careerskills](http://www.towson.edu/careerskills)