









CAREER READINESS COMPETENCIES

You have stories to prove each of the 8 of the top career readiness competencies that employers are looking for.

What experience(s) would you draw from to show that you have each competency?

Complete prompts in red text.

Section 1: Note at least one example from your life that you could use for each of the 8 competencies. (yes, you can use school, sports, work, volunteer, family...more)

 <h3>Critical Thinking/Problem Solving</h3> <p>Exercise sound reasoning to analyze issues, make decisions, and overcome problems.</p> <p>Your Example: _____</p>	 <h3>Leadership</h3> <p>Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others.</p> <p>Your Example: _____</p>
 <h3>Oral/Written Communications</h3> <p>Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.</p> <p>Your Example: _____</p>	 <h3>Digital Technology</h3> <p>Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.</p> <p>Your Example: _____</p>
 <h3>Teamwork/Collaboration</h3> <p>Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.</p> <p>Your Example: _____</p>	 <h3>Career Management</h3> <p>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.</p> <p>Your Example: _____</p>
 <h3>Professionalism/Work Ethic</h3> <p>Demonstrate personal accountability and effective work habits (e.g., punctuality, working productively with others, and time management) and understand the impact of nonverbal communication on professional work image.</p> <p>Your Example: _____</p>	 <h3>Global/Intercultural Fluency</h3> <p>Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.</p> <p>Your Example: _____</p>

Credits: Competencies from National Association of Colleges and Employers (NACE), Illustration by Petr Had.

Using ★ STAR(R)

to illuminate your competencies and tell the stories of your experiences

What is ★ STAR(R)?

S <u>S</u> ituation	Detail the background. Provide a context. Where? When?
T <u>T</u> ask	Describe the challenge and expectations. What needed to be done? Why?
A <u>A</u> ction	Elaborate your specific action. What did you do? How? What tools did you use?
R <u>R</u> esult	Explain the results: accomplishments, recognition, savings, etc. Quantify.
(R) <u>R</u> elevance	Why is this important and related? How is your story relevant to the needs of the listener?

Section 2: Choose one competency (from page above) to focus on and the example from your life to draw from.
Use “STAR” as a framework (or outline) to share a story and “prove” your competency.

Example:

Competency I want to focus on: Teamwork/Collaboration **Example I want to draw from:** Group work for a class project

S The **situation** was that I was taking a First Year Seminar course, called “the Importance of Imagination” at Connecticut College.

T We were **tasked** with creating and presenting a group project on our mental models of climate change.

A In a group of 5 people, I **collaborated**, **brainstormed** and **discussed** ideas as a group. I **organized** the team meeting and made sure everyone was able to contribute their ideas, and be heard. I also documented our team plan and took notes for the team during meetings.

R As a **result** our group was able to present a cohesive and diverse presentation that accurately represented both our individual and collective idea about climate change.

Competency I want to focus on: _____

Example I want to draw from: _____

Situation:

(Detail the background, provide a context, when, where?)

Task:

(Describe the challenge and expectations. What needed to be done? Why?)

Action:

(Elaborate your specific action. What did you do? How? What tools do you use?)

Result:

(Explain the results: accomplishments, recognition, savings etc. quantify)

Relevance:

(How is your story relevant to the needs of the listener?)