NACE Competencies Self-Assessment

Assess your career readiness by reflecting on your mastery of eight competencies

Introduction

The **National Association of Colleges and Employers (NACE)**, through a task force of college career services and HR/staffing professionals in various career fields, has identified **eight competencies associated with career readiness**. As a college student, you should strive to achieve mastery in all eight areas by the time you graduate. *You can save this document to reflect on your growth later.*

Assessing Your Competencies

There are four levels of competency from which you can select:

- **Novice:** you are just beginning to develop this competency; extensive growth is required
- **Developing:** you are in the process of growing in this area, but are still working to improve
- **Proficient:** you demonstrate this competency, but there is room for personal growth
- **Mastery:** you demonstrate this competency effectively and can eloquently articulate the experiences that led you to master it

NACE Competencies

Professionalism & Work Ethic

Demonstrates personal accountability, effective work habits and understands the impact of verbal and non-verbal communication on professional work image. Shows integrity and ethical behavior while keeping the interests of the larger community in mind.

Novice	Developing	Proficient	Mastery

Critical Thinking & Problem Solving

Displays sound reasoning in evaluating issues, making decisions and overcoming problems. Strategically uses data, knowledge and facts to solve problems in a creative way.

Novice	Developing	Proficient	Mastery

Communication

Expresses thoughts and ideas clearly and effectively for audiences both inside and outside of the organization. Listens effectively to gain understanding and successfully delivers information in person, in writing and digitally.

Novice	Developing	Proficient	Mastery

Teamwork & Collaboration

Builds and maintains collaborative relationships with diverse team members and colleagues by sharing responsibilities, showing empathy and being respectful. Manages emotions and negotiates a compromise when dealing with conflict within a group.

Novice	Developing	Proficient	Mastery

Digital Technology

Demonstrates ability to select and use appropriate technology in order to accomplish a given task. Applies computing skills to solve problems.

Novice	Developing	Proficient	Mastery

Leadership

Demonstrates awareness of the strengths of others and uses those strengths to delegate tasks and achieve common goals in an organization. Shows empathy and positive attitude to motivate team members. Is able to organize and prioritize tasks.

Novice	Developing	Proficient	Mastery

Career Management

Identifies personal strengths, knowledge and experiences that are relevant to career goals. Mindful of areas for personal and professional growth. Demonstrates the ability to explore job options and self-advocates for opportunities in the workplace.

Novice	Developing	Proficient	Mastery

Global & Intercultural Fluency

Demonstrates respect and understanding of diverse cultures, races, genders, orientations and religions. Appreciates and learns from diverse groups and demonstrates empathy towards others with differing lifestyles and viewpoints.

Novice	Developing	Proficient	Mastery

Reflect on Areas for Growth

If you want to reflect further on your areas for growth, select two of the competencies above that you ranked the lowest and write a few paragraphs describing (a) why you ranked them at that level and (b) what you can do to improve. To set goals for growth, be sure to set clear, specific, quantifiable and realistic benchmarks for success.