Are YOU

Career Ready?

Westchester Community College
State University of New York

Career Readiness is the <u>attainment</u> and <u>demonstration</u> of competencies
that prepare you for a successful transition into the workplace.

Employers are looking for WCC graduates to be "Career Ready". They want to **recruit** and
hire students who can articulate their skills, talents, interests and strengths.
Mastering these Career Readiness Competencies will make you a
competitive candidate for future employment!

Critical Thinking/ Problem Solving:

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret, and use knowledge, facts, and data, & demonstrate originality and inventiveness.

Developed in: *group projects, research papers, Service-Learning*

Oral/Written Communications:

Articulate thoughts and ideas clearly and effectively to a variety of individuals. This includes public speaking, expressing ideas to others, and writing, editing e-mails, letters and technical reports.

Developed in: ENG 101/102, COMM 109, student organizations, papers/projects

Teamwork/Collaboration:

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Able to work within a team structure; negotiate and manage conflict.

Developed in: student group projects, clubs and organizations

Leadership:

Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. Assess and manage your emotions; use empathetic skills to guide and motivate. Organize, prioritize, and delegate.

Developed in: group projects and student clubs organizations

Career Management:

Identify and articulate your skills, strengths, knowledge, and experiences; identify areas for professional growth. Navigate and explore job options, take the steps necessary to pursue opportunities, and self-advocate in the workplace.

Developed in: completing Career Assessments, visiting Career Services, Internships, Career Fairs & networking events

Professionalism/ Work Ethic:

Demonstrate accountability and effective work habits (ex. Punctuality, time management) and understand the importance of a professional work image. Demonstrate integrity and ethical behavior, act responsibly and learn from mistakes.

Developed in: class attendance, completing assignments/projects on time and follow-through on commitments made

Digital Technology:

Select and use appropriate technology to accomplish a given task. Apply computing skills to solve problems. Demonstrate effective adaptability to new and emerging technologies.

Developed in: Group Projects, research, flyer creation, papers, computer class

Global /Intercultural Fluency:

Values, respects and learns from diverse cultures, races, ages, genders, sexual orientations, and religions.

Developed in: Humanities courses, clubs, cultural events

Adapted from the Career Readiness materials developed by National Association of Colleges and Employers (NACE)