Articulating Your ALD Experience on Your Resume

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Career-Ready Competencies

CAREER READINESS

Competencies for a Career-Ready Workforce **Overview**

Competencies

There are eight career readiness competencies, each of which can be demonstrated in a variety of ways.

Career & Self Development

Equity & Inclusion

Teamwork

Communication

Leadership

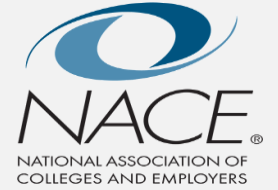Technology

Critical Thinking

Professionalism

What is Career Readiness?

Career readiness is a foundation from which
to demonstrate requisite core competencies that
broadly prepare the college educated for success in
the workplace and lifelong career management.

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Definition and Sample Behaviors

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Career & **Self** **Development**

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Sample Behaviors

• Show an awareness of own strengths and areas for development.

• Identify areas for continual growth while pursuing and applying feedback.

• Develop plans and goals for one's future career.

• Professionally advocate for oneself and others.

• Display curiosity; seek out opportunities to learn.

• Assume duties or positions that will help one progress professionally.

• Establish, maintain, and/or leverage relationships with people who can help one professionally.

• Seek and embrace development opportunities.

• Voluntarily participate in further education, training, or other events to support one's career.

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CAREER READINESS
COMPETENCIES

Definition and Sample Behaviors
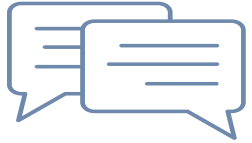
Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Sample Behaviors

• Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.

• Employ active listening, persuasion, and influencing skills.

• Communicate in a clear and organized manner so that others can effectively understand.

• Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.

• Ask appropriate questions for specific information from supervisors, specialists, and others.

• Promptly inform relevant others when needing guidance with assigned tasks.

Definition and Sample Behaviors

Critical
Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Sample Behaviors

- Make decisions and solve problems using sound, inclusive reasoning and judgment.

- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.

- Proactively anticipate needs and prioritize action steps.

- Accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.

- Effectively communicate actions and rationale, recognizing the diverse perspectives and lived experiences of stakeholders.

- Multi-task well in a fast-paced environment.

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Definition and Sample Behaviors

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Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

Sample Behaviors

- Solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.

- Actively contribute to inclusive and equitable practices that influence individual and systemic change.

- Advocate for inclusion, equitable practices, justice, and empowerment for historically marginalized communities.

- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth.

- Keep an open mind to diverse ideas and new ways of thinking.

- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases.

- Demonstrate flexibility by adapting to diverse environments.

- Address systems of privilege that limit opportunities for members of historically marginalized communities.

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# Definition and Sample Behaviors
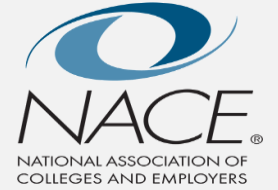
Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Sample Behaviors

- Inspire, persuade, and motivate self and others under a shared vision.

- Seek out and leverage diverse resources and feedback from others to inform direction.

- Use innovative thinking to go beyond traditional methods.

- Serve as a role model to others by approaching tasks with confidence and a positive attitude.

- Motivate and inspire others by encouraging them and by building mutual trust.

- Plan, initiate, manage, complete, and evaluate projects.

Definition and Sample Behaviors
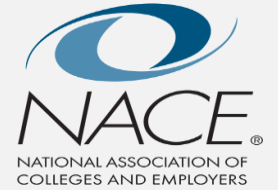
Professionalism

Knowing work environments differ greatly understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Sample Behaviors

- Act equitably with integrity and accountability to self, others, and the organization.

- Maintain a positive personal brand in alignment with organization and personal career values.

- Be present and prepared.

- Demonstrate dependability (e.g., report consistently for work or meetings).

- Prioritize and complete tasks to accomplish organizational goals.

- Consistently meet or exceed goals and expectations.

- Have an attention to detail, resulting in few if any errors in their work.

- Show a high level of dedication toward doing a good job.

Definition and Sample Behaviors
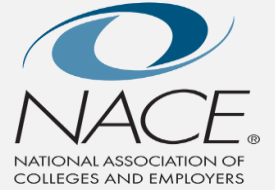
Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Sample Behaviors

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.

- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.

- Be accountable for individual and team responsibilities and deliverables.

- Employ personal strengths, knowledge, and talents to complement those of others.

- Exercise the ability to compromise and be agile.

- Collaborate with others to achieve common goals.

- Build strong, positive working relationships with supervisor and team members/coworkers.

Definition and Sample Behaviors
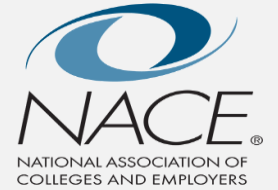
Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Sample Behaviors

- Navigate change and be open to learning new technologies.

- Use technology to improve efficiency and productivity of their work.

- Identify appropriate technology for completing specific tasks.

- Manage technology to integrate information to support relevant, effective, and timely decision-making.

- Quickly adapt to new or unfamiliar technologies.

- Manipulate information, construct ideas, and use technology to achieve strategic goals.

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Qualification Descriptions

Business Analyst New Graduate

Cisco

Qualifications:

- **Excellent analytical, problem-solving and decision-making skills**

- **High level of customer focus and service excellence as you seek practical solutions**

- **Strong collaboration skills with internal/external customers and multi-functional teams**

- **Superb communication skills, a "can do" attitude and are able to collaborate with others in a global environment**

- **Effective time-management skills and the ability to prioritize work assignments**

- **Process oriented with drive to simplify/improve process**

https://jobs.cisco.com/jobs/ProjectDetail/Business-Analyst-Full-Time-United-States/1380406

School of Medicine

University of

Washington

Qualifications:

- **The academic ability to complete medical training and pass licensure examinations**

- **Sufficient knowledge of the practice of medicine to demonstrate that they are making an informed career decision**

- **Good communication and interpersonal skills**

- **Awareness of current problems facing medicine and society in the U.S.**

- **Problem-solving and analytic abilities**

- **Familiarity with ethical issues in medicine**

- **Broad interests and diverse life experiences**

Accomplishment Statements

Business Analyst New Graduate

Cisco

Qualification:

- **Excellent analytical, problem-solving and decision-making skills**

Competency:

- **Critical Thinking – Make decisions and solve problems using sound, inclusive reasoning and judgment**

Accomplishment Statement:

- **Employed analytical problem-solving skills to tailor programming based on members' majors and schedule availability, resulting in a 25% increase in attendance**

School of Medicine

University of Washington

Qualification:

- Good communication and interpersonal skills

Competency:

- Communication – Communicate in a clear and organized manner so that others can effectively understand

Accomplishment Statement:

- Honed communication and interpersonal skills by supervising seven officers in monthly meetings – including prioritizing agenda items, recording and distributing minutes, and responding to follow up questions in a timely manner