

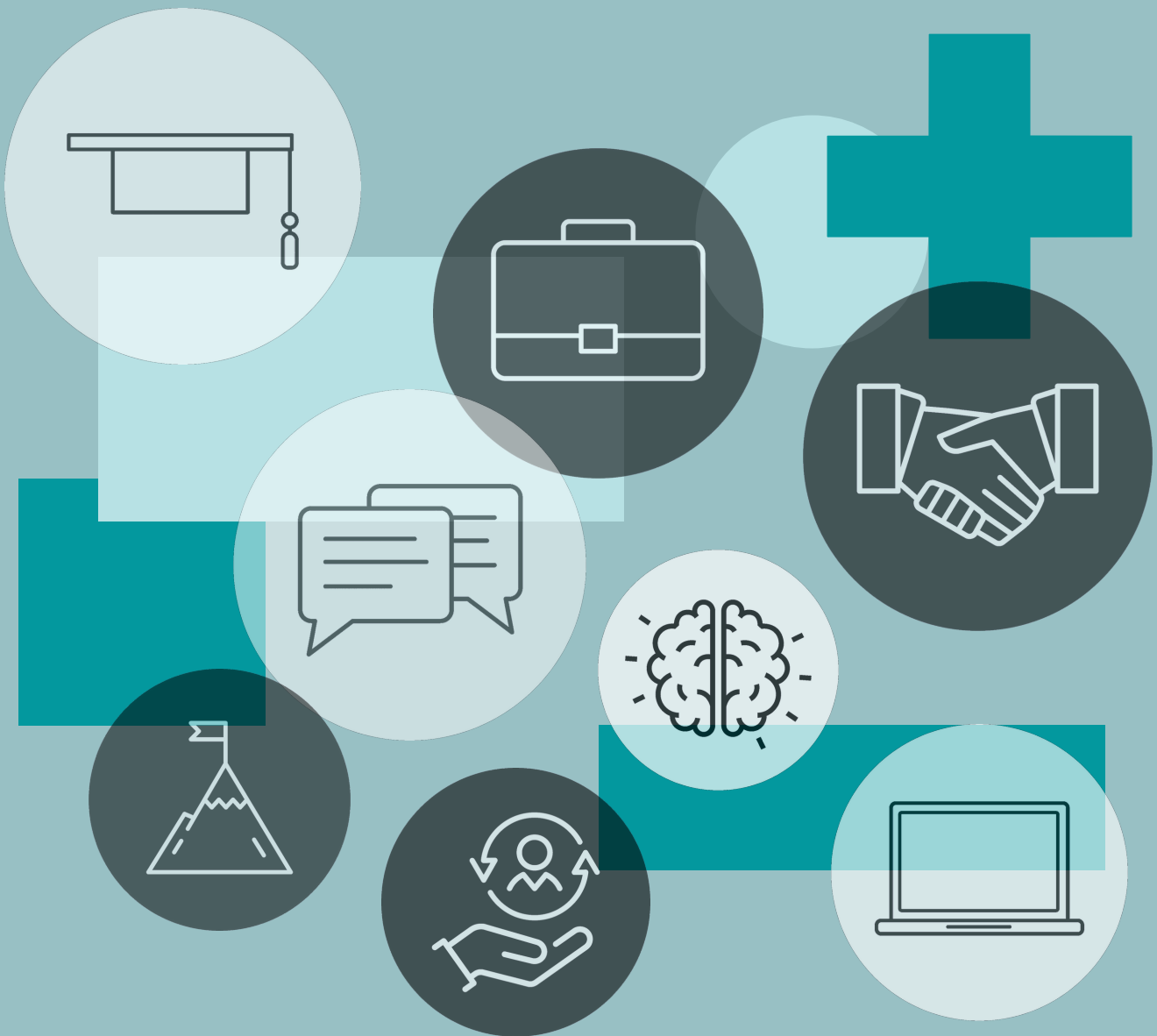


# **Career Readiness Resources**

## **Professional Skills Self-Reflection**

Courtesy of Michele Baran

# PROFESSIONAL SKILLS SELF-REFLECTION



Created by Michele Baran, Life Design Solutions, LLC  
Adapted from NACE Career Readiness Competencies, [www.nacweb.org](http://www.nacweb.org)  
Further adaptations welcome and encouraged.

# PROFESSIONAL SKILLS SELF-REFLECTION

An accurate assessment of your skills, strengths, and skill gaps is essential to move forward in your next steps. If you are strong in a skill, you must be able to **ARTICULATE** clearly how you **DEMONSTRATE** that skill through your experience.

## EXERCISE PART ONE

Highlight **THREE** NACE-defined career readiness skills you consider your areas of **STRENGTH**. Circle **TWO** skills you identify as **GAPS** in need of improvement.



### Career and 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.



### Professionalism

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



### Communication

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



### Teamwork

Build collaborative relationships representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints; work within team structure; negotiate/manage conflict.



### Critical Thinking

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



### Leadership

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



### Technology

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



### Equity & Inclusion

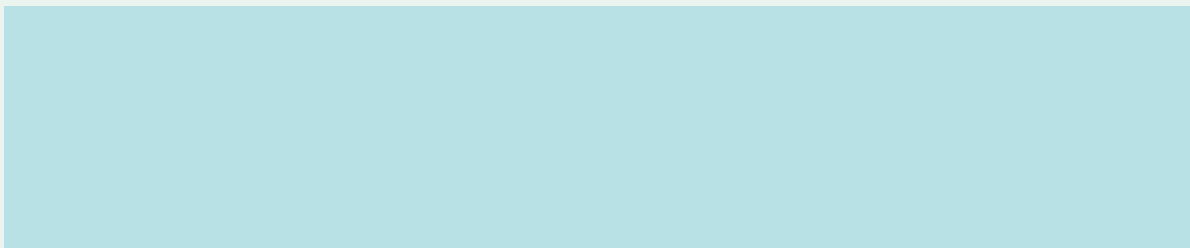
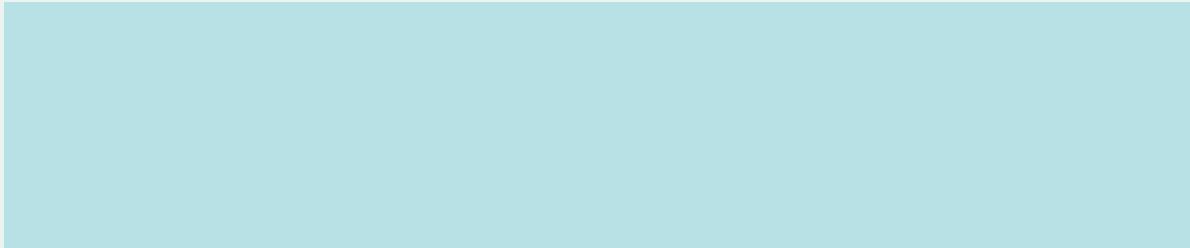
Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-racist practices that actively challenge the systems, structures, and policies of racism.

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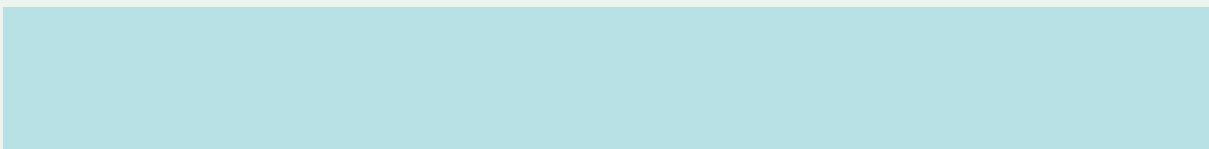
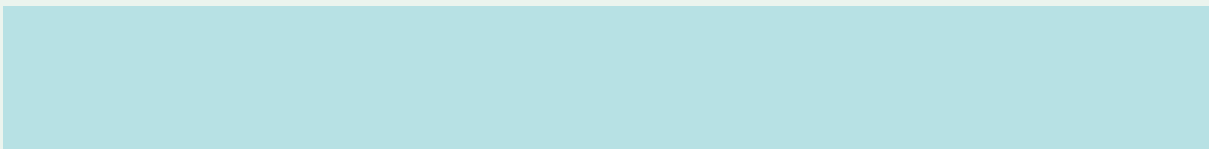
## EXERCISE PART TWO

List your **THREE TOP STRENGTHS** and explain in **ONE to THREE** bulleted statements how you demonstrate those strengths.



## EXERCISE PART THREE

List your **two areas of growth** and determine **ONE** thing you can do in the next two weeks to begin to improve in your skill gaps.



Accurate self-assessment is the **BEGINNING** of your journey. Continue to learn, grow, and do the work to achieve the goals and visions you have for your life.