

# WILLIAM PEACE UNIVERSITY

## Career Design Center

### **CAREER READINESS DEFINED**

The career readiness of college graduates is an important issue in higher education, in the labor market, and in the public arena. Yet, up until recently, "career readiness" has been undefined, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today's graduates.

The **National Association of Colleges and Employers**, through a task force of college career services and HR/staffing professionals, has developed a definition, based on extensive research among employers, and identified eight competencies associated with career readiness.

Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace. **These competencies are:**

**Critical Thinking/Problem Solving:** Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications:** Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration:** Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership:** Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

**Career Management:** 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. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

**Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.

<https://www.nacweb.org/career-readiness/competencies/career-readiness-defined/>

## To Our Incoming William Peace University Students:

We hope you stop by Main 105 and visit with our team! Jenna Hartwell, the Career Design Center Director, is originally from Massachusetts and LOVES her job. She also has a lot of energy; you've been warned. Julie Cline is our fearless internship program coordinator, Assistant Director and lover of all things Halloween. Last but not least, our Career Designers in Training are our student employees; together we are excited to be part of your professional development at WPU and beyond.

At any point during your time at WPU, you are welcome (and encouraged!) to set up an in-person, virtual, or phone appointment via **WPUConnect** or try out our *Express Hours* (11am-1pm, Mon-Thurs) for quick questions and/or guidance.

Our office believes Career Development is a lifelong process that is influenced by many factors including an individual's interests, talents and values. The role of a Career Counselor is to help you get to know and understand yourself and the world of work in order to make intentional educational, career, and life decisions. This belief is illustrated through our career design approach:

### THE WPU CAREER DEVELOPMENT WHEEL



As you continue your education here, there are several additional ways to connect with us. We coordinate three classes in the curriculum, we offer a bunch of career related events and programming during the academic year, we also host networking events, career fairs, as well as other fun ways to engage directly with employers.

**Did you know ALL of our traditional undergraduates complete an internship before graduation?** That's right! They do! The WPU Works! Internship Program is facilitated by our team – contact us if you have questions!

Have a great rest of orientation. We cannot wait to meet you!

Sincerely,

Jenna, Julie, The Career Designers in Training, and The PDS Instructors

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