



Career Readiness Resources

Are You Career Ready Flyer

Courtesy of West Chester University

Are YOU Career Ready?

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

Employers want to hire talented college students and recent graduates who can demonstrate these skills, talents, 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, and demonstrate originality and inventiveness.

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.

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.



Teamwork/ Collaboration:

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

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.

Information Technology Application:

Select and use appropriate technology to accomplish a given task. Apply computing skills to solve problems.

Professionalism/ Work Ethic:

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