ROANOKE COLLEGE
PLACE

NACE Competency Self-Assessment

Are you ready for your career? NACE (National Association of Colleges and Employers) **has identified eight competencies that employers look for in college students and new grads. Take the assessment below to identify areas of strength and opportunities for growth.**

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 college or organization.

Examples:
- I identify areas for continual growth while pursuing and applying feedback.
- I develop plans and goals for my future career.
- I assume duties or positions that will help me progress professionally.

Career & Self-Development (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with people inside and outside of the college or organization.

Examples:
- I understand the importance of and demonstrate verbal, written, and non-verbal/body language.
- I frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- I ask appropriate questions for specific information from supervisors, specialists, and teachers.

Communication (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

Critical Thinking

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

Examples:
- I gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- I proactively anticipate needs and prioritize action steps.
- I accurately summarize and interpret data with an awareness of personal biases that may impact outcomes.

Critical Thinking (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

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-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

Examples:
- I solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions.
- I seek global cross-cultural interactions and experiences that enhance my understanding of people from different demographic groups and that lead to personal growth.
- I demonstrate flexibility by adapting to diverse environments.

Equity & Inclusion (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

Leadership

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

Examples:
- I inspire, persuade, and motivate myself and others under a shared vision.
- I serve as a role model to others by approaching tasks with confidence and a positive attitude.
- I plan, initiate, manage, complete, and evaluate projects.

Leadership (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

Professionalism

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

Examples:
- I act equitably with integrity and accountability to myself, others, and my organization.
- I demonstrate dependability (e.g., report consistently for work or meetings).
- I have an attention to detail, resulting in few, if any, errors in my work.

Professionalism (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

Teamwork

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

Examples:
- I effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- I am accountable for individual and team responsibilities and deliverables.
- I build strong, positive working relationships with supervisors and team members.

Teamwork (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

Technology

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

Examples:
- I use technology to improve efficiency and productivity of my work.
- I quickly adapt to new or unfamiliar technologies.
- I manipulate information, construct ideas, and use technology to achieve strategic goals.

Technology (circle one):	1 point: Beginning	2 points: Developing	3 points: Competent	4 points: Advanced

*Competency definitions and select examples adapted from https://www.naceweb.org/career-readiness/competencies/career-readiness-defined/

Total score out of 32:

My highest scoring competencies:

My lowest scoring competencies:

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Identify your lowest-scoring areas and create a specific action step you will take this semester to develop the competency.

Career & Self-Development	• Attend a career fair and have a conversation with 5-10 employers • Request a resume appointment with PLACE through Handshake • Schedule an informational interview with an alum working in your field of interest or ask a question through "Meet a Maroon"
Communication	• Develop an elevator pitch to use at a career fair, networking event, or interview • Complete a mock interview assignment in Big Interview • Contribute a written piece to a campus publication
Critical Thinking	• Contribute to a research project for school or work • Organize and host a film screening party and discussion with classmates • Take a class in ethics, philosophy, or data analysis
Equity & Inclusion	• Seek out the opinion of someone with a different background on a current issue • Participate in a May Term that focuses on the lived experience of those in another culture or demographic • Organize a group of peers to attend a local event that celebrates diversity and culture
Leadership	• Run for student government • Schedule a one-on-one meeting with a supervisor or department leader to learn about their career path, current role, and advice for young professionals • Apply for an on-campus job that will allow you to mentor other students
Professionalism	• Get a professional headshot from a friend or when you attend a career fair • Become a member of a professional association relevant to your major or career interests • Coordinate a day to shadow a professional in your desired field
Teamwork	• Participate in a campus club, intramural sport, or team-based volunteer opportunity • Form a study group to collaborate with classmates • Listen to a podcast episode on each CliftonStrength to learn more about yours and others' strengths
Technology	• Complete a project in the Forage • Obtain a certification in a relevant technology area such as Excel, Canva, or Python • Attend a PLACE workshop on AI for career development

*Select action items adapted from Montana State University: https://www.montana.edu/aycss/montanas-own/NACE%20exercise%20for%20online.pdf

Competencies to focus on: **Semester action steps:**