



KENT STATE
UNIVERSITY

Kent State's Career Readiness Competencies

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

The competencies lay the foundation for the work necessary to prepare college students for successful entry into the work force by:

- Providing a common vocabulary and framework to use when discussing career readiness metrics on campus, within employing organizations, and as part of national public policy.
- Establishing defined competencies as guidelines when educating and advising students.
- Establishing defined competencies to identify and assess when hiring the college educated.





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.

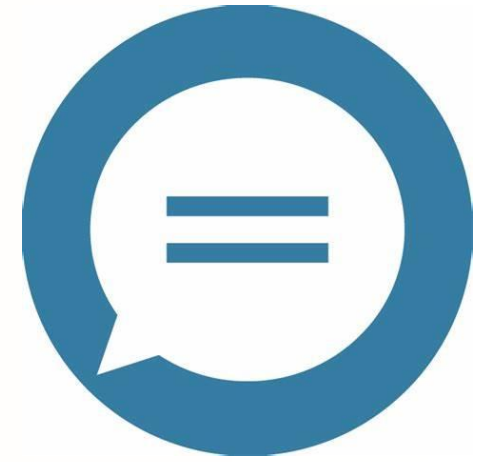
Activities that will help develop this competency include:

- Writing samples
- Research
- Survey creation
- Report analysis
- Reflection pieces
- Case studies
- Capstone projects

99% of
employers
consider this
competency
essential in new
employees

Written / Oral Communication

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.



Activities that will help develop this competency include:

- Public speaking
- Presentations
- Professional use of social media
- Writing samples
- Research reports





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.

Activities that will help develop this competency include:

- Group projects
- Student organizations
- Intramural sports



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.

Activities that will help develop this competency include:

- Social media use
- Creating presentations
- Projects involving software applications





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.

Activities that will help develop this competency include:

- Event planning
- Team projects
- Conference presentations
- Student Organization Officer
- Student government



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.



Activities that will help develop this competency include:

- Volunteering
- Being responsible and friendly
- Arrive on time
- Demonstrate ethical behavior
- Going beyond minimum expectations

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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.

Activities that will help develop this competency include:

- Define your career path
- Have a professional introduction
- Set clear goals
- Shadowing



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.



Activities that will help develop this competency include:

- Study abroad
- Take a course in global diversity
- Get involved with the Division of Diversity, Equity and Inclusion



For more information on the competencies, including how to articulate on your resume and in future interviews, visit The Career Readiness Articulator on our website under Career Ready Resources and labeled as Translate Your Experiences.

Have Questions?

- Contact **Career Exploration and Development** or visit www.kent.edu/career for more information on the career readiness competencies.
- Phone: 330-672-2360
- Email: CampusWorks@kent.edu
- Location: 261 Schwartz Center
- Website: www.kent.edu/career





Thank You.

www.kent.edu