

CAREER READINESS⁽⁺⁾ INVENTORY

Growth Program Student Survey

Student First Name: _____

Student Last Name: _____

Office/Unit: _____

Which Campus Do You Work On?: Fairfax | Mason Square (Arlington) | SciTech (Manassas)



As You Get Started: We understand that you want to score well on tests. This is NOT a test. This 8–10 minute inventory is about the skills employers value the most. Upon completion, you will gain an understanding of your current skill levels. You will also receive recommendations to continue to grow your skills. It is important to answer honestly to reflect where you are today so that you know how close you are to having the skills employers are looking for. If, or when, you take this inventory in the future, you will be able to evaluate your growth.

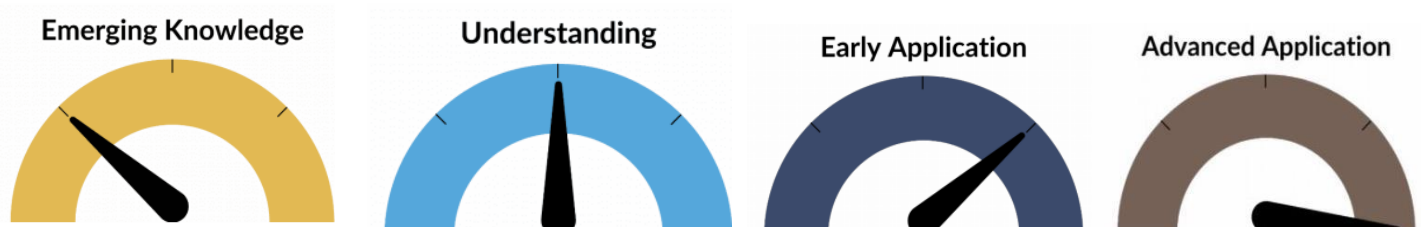
The Skills Employers Value the Most: This inventory is centered on the National Association of Colleges and Employers' (NACE) research that has identified the eight (8) skills that employers value most, which are called the NACE Career Readiness Competencies. NACE's research has defined four (4) skill levels. Here are the definitions:

Emerging Knowledge – The student has an emerging awareness of the behavior, its importance, and related concepts.

Understanding - The student demonstrates an understanding of the behavior and related concepts.

Early Application – The student sometimes applies the behavior.

Advanced Application – The behavior is consistent and integrated into the student's workplace behaviors.



Communication

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

Oral Communication

- ☐ I recognize the elements of effective oral communication skills, such as asking appropriate questions.
- ☐ I understand how to use oral communication skills to convey meaning.
- ☐ I sometimes use effective oral communication skills to convey meaning.
- ☐ I consistently use effective oral communication skills to convey meaning.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Written Communication

- ☐ I recognize the elements of effective written communication skills, such as clear topic sentences and providing evidence to support claims.
- ☐ I understand how to use written communication skills to convey meaning.
- ☐ I sometimes use effective written communication skills to convey meaning.
- ☐ I consistently use effective written communication skills to convey meaning.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Non-verbal Communication

- ☐ I recognize the elements of effective non-verbal communication skills, such as monitoring body language and posture, proximity, gestures, and eye contact.
- ☐ I understand how to use non-verbal communication skills convey meaning.
- ☐ I sometimes use effective non-verbal communication skills to convey meaning.
- ☐ I consistently use effective non-verbal communication skills to convey meaning.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Active Listening

- ☐ I recognize the elements of effective active listening, such as asking clarifying questions and summarizing what was heard.
- ☐ I understand how to use active listening skills when communicating with others.
- ☐ I sometimes use active listening skills when communicating with others.
- ☐ I consistently use active listening skills when communicating with others.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Teamwork

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

Build Relationships for Collaboration

- ☐ I recognize that collaboration and relationship-building are important parts of team-building.
- ☐ I understand how to build strong, positive work relationships for successful collaboration.
- ☐ I sometimes build strong, positive work relationships with colleagues for collaboration.
- ☐ I consistently build strong, positive work relationships with colleagues and supervisors for collaboration.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Respect Diverse Perspectives

- ☐ I recognize the need to respect all people in the workplace, including those from diverse backgrounds.
- ☐ I understand how to respect all people in the workplace, including those from diverse backgrounds.
- ☐ I sometimes show respect for and includes all people in the workplace, including those from diverse backgrounds.
- ☐ I consistently show respect for and includes all people in the workplace, including those from diverse backgrounds.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Integrate Strengths

- ☐ I recognize their own and their colleagues' strengths, knowledge, and talents.
- ☐ I understand how their own and their colleagues' strengths, knowledge, and talents can be integrated into the team to improve team performance.
- ☐ I sometimes integrate my own and my colleagues' strengths, knowledge, and talents into the team's performance.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

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 outside of one's organization.

Awareness of Strengths & Challenges

- ☐ I can identify strengths and challenges related to my career goals.
- ☐ I understand how strengths and challenges can shape my career paths and goals.
- ☐ I sometimes examine strengths and challenges to find learning experiences needed to move toward my career goals.
- ☐ I consistently examine strengths and challenges to design a plan to find learning experiences needed to move toward my career goals.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Professional Development

- ☐ I am aware of the need for professional development for achieving career goals.
- ☐ I understand the importance of professional development for achieving my career goals.
- ☐ I sometimes seek out professional development opportunities for achieving my career goals.
- ☐ I consistently seek out professional development opportunities for achieving my career goals.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Networking

- ☐ I can identify elements of effective networking, such as connecting with individuals and expecting reasonable outcomes.
- ☐ I understand how to use networks to create new career pathways.
- ☐ I sometimes use networks to build new relationships and pathways that align with my career goals.
- ☐ I consistently use networks to build new relationships and pathways that align with my career goals.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Professionalism

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

Act With Integrity

- ☐ I recognize the need to act with integrity in the workplace by being trustworthy, accountable, and respectful of colleagues and stakeholders.
- ☐ I understand how to act with integrity in the workplace.
- ☐ I sometimes act with integrity in the workplace.
- ☐ I consistently act with integrity in the workplace by finding ways to align and navigate my sense of personal ethics.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Demonstrate Dependability

- ☐ I recognize the need to be a dependable, diligent member of a work environment including being present, prepared, and showing attention to detail.
- ☐ I understand how to be dependable, diligent member of a work environment.
- ☐ I sometimes act as a dependable, diligent member of a work environment.
- ☐ I consistently act as a dependable, diligent member of a work environment.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Achieve Goals

- ☐ I recognize the need to focus on achieving goals in the workplace.
- ☐ I understand how to focus on achieving goals in the workplace by prioritizing tasks,
- ☐ I sometimes achieve goals in the workplace by prioritizing and completing tasks.
- ☐ I consistently achieve goals in the workplace by prioritizing and completing tasks.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Leadership

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

Inspire, Persuade & Motivate

- ☐ I recognize some of the skills and knowledge leaders use in the workplace, such as being a role model, building trust, and tapping into what drives people.
- ☐ I understand some of the skills and knowledge leaders use in the workplace.
- ☐ I sometimes practice the skills and knowledge leaders use in the workplace.
- ☐ I consistently practice the skills and knowledge leaders use in the workplace.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Engage Various Resources & Seek Feedback

- ☐ I recognize the value of using a variety of resources (including people) and feedback from others to inform direction.
- ☐ I understand the importance of using a variety of resources and feedback from others to inform direction.
- ☐ I sometimes use a variety of resources and feedback from others to inform direction.
- ☐ I consistently use a variety of resources and feedback from others to inform direction.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Facilitate Group Dynamics

- ☐ I recognize the importance of group dynamics in achieving organizational goals by leveraging team members strengths, establishing group norms, and addressing conflicts effectively.
- ☐ I understand the importance of group dynamics in achieving organizational goals.
- ☐ I sometimes facilitate group dynamics to achieve organizational goals.
- ☐ I consistently facilitate group dynamics by putting team members in position to succeed, collectively setting group norms, and resolving conflicts effectively.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Critical Thinking

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

Display Situational Awareness

- ☐ I recognize the need for situational awareness, such as gathering information, anticipating needs, prioritizing issues, and setting achievable goals.
- ☐ I understand how to use situational awareness in the workplace.
- ☐ I sometimes use situational awareness in the workplace.
- ☐ I consistently use situational awareness in the workplace.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Gather & Analyze Data

- ☐ I recognize the role of data gathering and analysis in fully understanding a problem.
- ☐ I understand how to gather and analyzes data to solve a problem.
- ☐ I sometimes gather and analyze data to solve a problem.
- ☐ I consistently gather and analyze data to solve a problem after considering the quality of the data.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Make Effective & Fair Decisions

- ☐ I recognize the need to objectively assess situations using relevant information from a variety of perspectives to make effective and fair decisions.
- ☐ I understand the elements of effective decision-making and problem-solving, such as problem identification, identifying values, and determining solutions and logistics.
- ☐ I sometimes demonstrate effective decision-making and problem solving.
- ☐ I consistently demonstrate effective decision-making and problem-solving.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Technology

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

Leverage Technology

- ☐ I recognize the role of technology in improving efficiency and productivity.
- ☐ I understand how to identify and select the appropriate technology for improving efficiency and productivity.
- ☐ I sometimes use the appropriate technology to improve efficiency and productivity.
- ☐ I consistently use the appropriate technology to improve efficiency and productivity.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Adapt to New Technologies

- ☐ I recognize the importance of adapting to new workplace technologies by exploring, learning, and integrating new technologies into their work.
- ☐ I understand the knowledge and skills that are needed to adapt to new workplace technologies.
- ☐ I sometimes develop and use the knowledge and skills that are needed to adapt to new workplace technologies.
- ☐ I consistently develop and use the knowledge and skills that are needed to adapt to new workplace technologies.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Uses Technology Ethically

- ☐ I recognize there are ethical issues and questions surrounding the use of technology, such as responsible use of emerging technologies (ex. AI), and the importance of protecting data and privacy.
- ☐ I understand how to ensure the ethical use of technology in the workplace.
- ☐ I sometimes ensure the ethical use of technology in the workplace.
- ☐ I consistently ensure the ethical use of technology in the workplace, including establishing and following processes for using emerging technologies responsibly and protecting information.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

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.

Engage Multiple Perspectives

- ☐ I am aware that different cultures may have different experiences and viewpoints.
- ☐ I understand the need for getting input from multiple cultures.
- ☐ I sometimes seek input from multiple cultures.
- ☐ I consistently seek input from multiple cultures and then integrates the input into future decisions and actions.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Use Inclusive & Equitable Practices

- ☐ I recognize the need for inclusive and equitable practices are used in the workplace.
- ☐ I understand the importance of inclusive and equitable workplace practices.
- ☐ I sometimes use inclusive and equitable practices and occasionally works to bring them to the workplace.
- ☐ I consistently use inclusive and equitable workplace practices and works to bring them to the workplace.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

Advocate

- ☐ I recognize the need for inclusion, equity, justice, and empowerment for underrepresented groups.
- ☐ I understand the link between supporting underrepresented groups and achieving inclusion, equity, justice, and empowerment.
- ☐ I sometimes advocate for underrepresented groups in the workplace.
- ☐ I consistently advocate for underrepresented groups in the workplace.
- ☐ Not applicable (I am just beginning to learn about this skill/behavior).

What do you view as your biggest strength?

What would you say is your biggest area in need of growth?

How does your position relate or connect to your career goals?