

ARE YOU CAREER READY?

PROFESSIONAL COMPETENCY SELF-ASSESSMENT TOOL

Take this self-assessment to see what professional competencies you need to develop and practice to be career ready and experience workplace success.

COMMUNICATION:

Articulate thoughts and express ideas effectively using oral, written and non-verbal communication skills (to instruct, inform and persuade), as well as listening for meaning to gain understanding. The ability to deliver information in person, in writing, and in a digital world.

☐ **Need to Develop** ☐ **Currently Developing** ☐ **Excelling**

Ways to develop this competency:

- Develop and deliver a presentation for a class.
- Check for understanding by asking clarifying questions.
- Proofread on-line and written communication to avoid errors.

Goal for developing this competency:

TEAMWORK:

Build and maintain collaborative relationships to work effectively with others in a team setting through shared responsibility, empathy and respect. The ability to manage ones emotions and conflict with others while contributing towards a common goal.

☐ **Need to Develop** ☐ **Currently Developing** ☐ **Excelling**

Ways to develop this competency:

- Collaborate with others on a class project where responsibility is shared and not divided.
- Handle difficult conversations in person with respect.
- Consider others' perspectives before making a decision.

Goal for developing this competency:

LEADERSHIP:

Motivate, organize, and delegate work by leveraging the strengths of individuals. The ability to use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal through adaptability and effective decision-making.

☐ **Need to Develop** ☐ **Currently Developing** ☐ **Excelling**

Ways to develop this competency:

- Take on a leadership role in a group or organization.
- Demonstrate initiative at your job/internship by taking on additional responsibilities.
- Motivate team members with a positive attitude and leverage their strengths when delegating work.

Goal for developing this competency:

CRITICAL THINKING:

Exercise sound reasoning to analyze issues, synthesize information, make decisions and solve problems. The ability to think critically and strategically to develop original ideas and innovative solutions.

☐ Need to Develop ☐ Currently Developing ☐ Excelling

Ways to develop this competency:

- Develop an action plan with specific steps to solve a problem.
- Brainstorm solutions to a problem before bringing it to a supervisor/professor.
- Activate your mind – read, do puzzles, write, etc.

Goal for developing this competency:

PROFESSIONALISM:

Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work) to produce high quality results and project a professional presence.

☐ Need to Develop ☐ Currently Developing ☐ Excelling

Ways to develop this competency:

- Use a planner or calendar to prioritize work/assignments and meet deadlines.
- Reflect on a recent challenge and identify areas of growth and improvement for the future.
- Review your social media through the eyes of a future employer and determine appropriateness.

Goal for developing this competency:

DIVERSITY, EQUITY, AND INCLUSION:

Understand and appreciate the importance of diverse perspectives and demonstrate consideration for individual, community, and organizational viewpoints.

☐ Need to Develop ☐ Currently Developing ☐ Excelling

Ways to develop this competency:

- Encourage expression of and celebrate differences.
- Perceive, respect, and engage with differing viewpoints.
- Recognize and address potential personal biases.
- Accept feedback and be willing to make necessary change.

Goal for developing this competency:

SELF-AWARENESS:

Identify, articulate, and promote one's skills, strengths, knowledge, and experiences relevant to personal growth and professional success.

☐ Need to Develop ☐ Currently Developing ☐ Excelling

Ways to develop this competency:

- Identify areas for continual growth and pursue and apply feedback.
- Seek and embrace development opportunities.
- Professionally advocate for one self and others.
- Be mindful of other perspectives as it relates to your journey.

Goal for developing this competency:

TECHNOLOGY:

Understand and leverage digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

☐ Need to Develop ☐ Currently Developing ☐ Excelling

Ways to develop this competency:

- Navigate change and learn new digital solutions.
- Enhance organizational, professional, and personal efficiencies through the use of technologies.
- Recognize impact of personal/professional brand and engage responsibly across social platforms and technologies.
- Use technology to synthesize information and data to improve performance.

Goal for developing this competency:

WOULD IT HELP TO TALK THIS THROUGH?

Save your copy and email career@twu.ca