

REFLECTING ON YOUR CAREER READINESS

What does it mean to be career ready? Employers have indicated the top competencies they most seek in college graduates. As a Boston College student, you will gain these skills through your classes, jobs, internships, student organizations, and more. This worksheet can help you identify what skills you are gaining through your experiences as well as what skills you need to find opportunities to further develop.

	SKILL DEFINITION	THROUGH WHAT EXPERIENCE(S) HAVE YOU GAINED THE SKILLS	NAME SPECIFIC EXAMPLES OF HOW YOU HAVE DEVELOPED THIS SKILL
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 organization.		
COMMUNICATION	Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization both in writing and orally.		
CRITICAL THINKING	Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.		
EQUITY & INCLUSION	Demonstrate the awareness, attitude, knowledge, and skills required to effectively 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.		
LEADERSHIP	Recognize and capitalize on personal and team strengths to achieve organizational goals.		

PROFESSIONALISM

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

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

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

List the skills you plan to prioritize and action steps you will take to develop them.