

Part 1: What are employers looking for? A self-assessment

Every year, the National Association of Colleges and Employers (NACE) conducts a survey of employers about what traits they are looking for from recent graduates. Here are the top qualities from this year’s survey. Please review the description and rate yourself by circling the number that applies on the right.

	Not Confident	Fairly Confident	Confident	Very Confident
Communication Skills (verbal, written, online) Ability to professional communicate with persons verbally, written, and online.	1	2	3	4
Problem-solving & Analytical skills Ability to make decisions and solve problems using creativity and reasoning.	1	2	3	4
Strong Work Ethic Ability to plan, organize, and prioritize work (including taking initiative when needed)	1	2	3	4
Technology & Computer literacy Ability to use current technology and computer software.	1	2	3	4
Interpersonal skills and teamwork Ability to demonstrate respect and awareness to other people and cultures. Ability to positively work and engage in a team structure.	1	2	3	4

Part 2: Career and Professional Goals

1. What are your top 5 strengths?

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2. What skills and abilities do you have?

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3. Where do you want to go (long-term goal)?

Click here to enter text.

- a. Does this goal reflect your strengths, skills, and abilities?

Click here to enter text.

4. How do you intend to get there? (interim goals)?

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5. What are your interests, passions, and values?

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- a. What steps can you take to integrate your interests, passions, and values into your goals?

Click here to enter text.

Part 3: Student Learning Outcomes

This section is intended to help you develop specific skills that will increase your job skills in the areas employers are looking for. Please read each definition, then reflect on each area by considering yourself as a whole: academic, employment, involvement, and personal experiences. You should give an assessment that provides a good, overall look at who you are in each area.

Critical thinking, creative thinking, and problem solving

Critical Thinking: Exploring issues, ideas, and events before forming an opinion or drawing a conclusion.

Creative Thinking: Combining existing ideas, images, expertise, and experiences to work in imaginative and creative ways.

Problem Solving: Designing and evaluating strategies to answer open-ended questions.

“Students competent in this dimension should be able to make informed opinions, see problems from different perspectives, create alternate interpretations, identify multiple approaches for solving problems, fully explain and defend decisions, and analyze information.”

Are you a critical thinker, creative thinker, or both? Explain.

[Click here to enter text.](#)

Explain your personal process of solving problems.

[Click here to enter text.](#)

Written & Oral Communication

Written communication includes conveying clear messages through written or online mediums. Oral communication shows context and personality through verbal messages, combined with a prepared and purposeful presentation, public speaking, and the ability to increase understanding.

“Students competent in both areas should be able to utilize proper mediums of communication appropriate for the environment, organize clear and logical messages, and express ideas using languages that meets the needs and expectations of the intended audience.”

Do you communicate better through written or oral communication? Explain.

[Click here to enter text.](#)

Does your communication style change depending on the environment? Explain.

[Click here to enter text.](#)

Teamwork & Collaboration

Defined as a student's behavior in group environments. This does not necessarily mean leadership, but includes the ability to motivate others, treat others with respect, and address conflict directly and constructively.

"Students competent in these areas should be able to contribute their own knowledge and expertise to the development of the goals of the group, participate actively and responsibly in group activities, interact positively and productively with other members."

Do you like working in teams when it comes to your academics or work? Why or why not?

[Click here to enter text.](#)

Evaluate yourself as a team player based on the definition above.

[Click here to enter text.](#)

Intercultural Knowledge & Competence

This is a student's ability to interact in a variety of cultural contexts.

"Students competent in this dimension should be able to understand another person's culture in relation to history, values, politics, communication styles, economies, beliefs and practices."

Give an example of when someone's values or culture differed from your own. How did you handle the situation?

[Click here to enter text.](#)

How comfortable do you feel interacting with people whose values or culture differ from your own?

[Click here to enter text.](#)

Ethical Reasoning

How someone views right and wrong in the world.

"Students competent in this area should be able to assess their own values, recognize ethical issues when presented in a complex situation, think about different perspectives, and understand the implications of their decisions."

Give an example of a time you used your values to work through a complex ethical situation.

[Click here to enter text.](#)

Part 4: My Learning Plan

Now that you have completed the self-assessment, please reflect on your previous answers as you consider the following questions. These answers will help your supervisor create a plan to focus on your personal development.

1. Thinking about how confident you feel in the areas of employable qualities and your career/professional goals, please list specific ways your top 5 strengths can help you develop professional or personal skills you would like to improve on this year.
[Click here to enter text.](#)
2. What experiences (work, school, organizations, personal life) can you involve yourself in to help grow and improve in the learning outcome areas of:

Critical/Creative Thinking

[Click here to enter text.](#)

Communication

[Click here to enter text.](#)

Teamwork

[Click here to enter text.](#)

Intercultural Knowledge

[Click here to enter text.](#)

Ethical Reasoning

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