

## Module 1: NACE Career Readiness Competencies Overview

Student's Name:

Student ID:

Date Started Module:

Career Counselor or Staff Name:

### Instructions:

You should have already met with a Career Counselor to receive instructions and requirements

Download this COMPLETED worksheet

Sign and date electronically

Save as a pdf

Upload the signed and dated pdf to Cougar Jobline in respective "Upload File"

Student's Digital Signature:

Date Completed Module:

### Introduction and Lesson

Career readiness is essential in order to successfully transition into the workplace. Successful careers are started with a foundation in career readiness. The National Association of Colleges and Employers (NACE) provides eight career readiness competencies, which can each be demonstrated in various ways. This module will provide students with an overview of the eight NACE career competencies and offer them an opportunity to reflect on their own readiness to enter into a career.

The student will:

1. Learn the professional skills that an employer will value
2. Reflect on their own career readiness in a brief activity
3. Complete a reflection exercise
4. Schedule an appointment with the Career Development Center to review the completed documents and forms

Please review these online resources:

1. What are the NACE career readiness competencies [NACE Career Readiness Competencies RevApr24](#)
2. The importance of career readiness competencies [Featured Articles from NACE](#)

### Important Note:

This worksheet is for brainstorming and articulating your ideas. This completed document will be uploaded into the "Documents" section of Cougar Jobline. Then the final version will be entered into the "Forms" section of Cougar Jobline.

## Step 1—Learn

**Introduction:** Career readiness is essential in order to successfully transition into the workplace. Successful careers are started with a foundation in career readiness. The National Association of Colleges and Employers (NACE) provides eight career readiness competencies, which can each be demonstrated in various ways.

This module will provide students with an overview of the eight NACE career readiness competencies and offer them an opportunity to reflect on their own readiness to enter into a career.

**Career and Self-Development:** Taking the initiative to develop yourself and your career by continually seeking out opportunities related to professional development, awareness of strengths and weaknesses within, navigating career opportunities and networking are the building blocks to career and self-development with your field.

This module teaches students the importance of developing future goals, how to advocate, finding opportunities to learn and how to establish and maintain relationships with others in your profession.

**Communication:** Communication is KEY! Every year, the National Association of Colleges and Employers (NACE) surveys employers to learn how employers rate the importance of candidate skills/qualities and the “ability to verbally communicate with persons inside and outside the organization” is rated as #1 (NACE, 2016).

This module will teach students about the importance of verbal and written communication and give students an opportunity to practice this skill. Students will be given a chance to reflect on the concepts learned at the end of this module.

**Critical Thinking:** Without critical thinking skills, one cannot gather knowledge in a timely manner, process information or develop important analytical skills. These skills are essential within one’s career. Through critical thinking an employee is able to build up confidence, create independence and allows them to make accurate decisions and form opinions within the workplace and beyond.

Students will examine how to identify and respond to needs based on contextual understanding and logically analyzing pertinent information.

**Equity and Inclusion:** Students will learn how to look past stereotypes and how to contribute to any professional culture in any workplace. The first activity will try to get you to put yourself in someone else’s shoes when they make an excuse you don’t like. The second activity will try to show you the differences in workplace culture between Eastern cultures and Western cultures. Finally, they will complete a reflection exercise.

**Leadership:** Effective leadership leads to an efficient productive team. A good leader will focus on common goals by providing guidance and direction. Being able to recognize personal and team strengths and weaknesses is what leads to achieving organizational goals

Students will learn about innovative thinking, serving as leadership role models, confidence, inspiration and how to plan, initiate, manage, complete and evaluate projects in this module

**Professionalism:** While at the workplace, and sometimes beyond, YOU represent your employer. It is important to be professional at all times (you never know who you will encounter). This module will teach students about being responsible and taking accountability for their actions. Students will complete a few quiz questions and then a reflection exercise.

**Teamwork:** *"Teamwork makes the dream work"*! Employers want to have workers that can work well with others. This module will help you identify the different team player styles and learn more about your personal strengths and weaknesses.

**Technology:** In order to succeed, one must keep up with the latest and most efficient technology within their field. It is of the utmost importance to understand and use technology that will enhance production, complete goals and finish tasks and to do so in an ethical manner.

This module will teach students how to quickly adapt to new or unfamiliar technology, identify appropriate technology to complete tasks and to be open to learning new technologies.

**Jobs and Careers Reflections:** Students will learn action verbs to help their accomplishment statements based on different situations. Students will then watch a video and then take what they learned from the video and apply it to their resumes and promptly turn it in. They will have a chance to reflect on their entire internship/ work experience. Students should then also upload their full resume to LinkedIn.

## Step 2 – Activity

Complete the Career Readiness worksheet below: Must be at least 500 words

	Where have I demonstrated this in class?	Where have I demonstrated this outside of class?	What step(s) might I take to improve this skill?
Career & Self Development			
Communication			
Critical Thinking			
Equity and Inclusion			
Leadership			
Professionalism			
Teamwork			
Technology			

### Step 3 - Reflection

Complete the reflection below: Must be at least 500 words

Module 1: Introduction to NACE Career Readiness Competencies	
A. What are three NACE career readiness competencies you consider your strengths and what are two areas that you feel you need improvement in?	B. Explain how you demonstrate each of your three strengths:
C. What is something you can do within the next two weeks to improve on your two areas that you feel need improvement?	

### Step 4 – Schedule Appointment

Login to Cougar Jobline or call 618-650-3708 to schedule your appointment with a Career Counselor. They will review your activity and reflection and provide you with a graded rubric.


Prior to meeting with your appointment, you must upload this completed worksheet into the “Documents” section AND enter the information into the “Forms” section of Cougar Jobline.


Documents are at the top portion of the “Documents and Forms” tab, and scroll to the bottom of the page for the “Forms.” See screenshots below for examples.

# Career Readiness Competencies

[◀ Back to List](#) ⋮


**Eddie Cougar**

 Fall 2026

 Submitted for Initial Approval: 09/08/2023, 2:20pm CDT

PENDING INITIAL APPROVAL

[Details](#)   [Hour Log](#)   [Documents and Forms](#)   [Approvals](#)

 Career Readiness Competencies Modules  
\*\*\* **This document** contains important information and step-by-step instructions for the modules. Your Career Counselor should discuss this document with you, but please use this as your reference.  
**Important: Each activity and each reflection requires a response of at least 500 words to meet approval criteria.**

Document	Date Uploaded
Ex: Module 1: Career Readiness Competencies Overview Worksheet	<div>Upload File</div>

Form	Status	
Acknowledgement	NOT COMPLETED	<div>⋮</div>
Module 1: Competencies Activity	NOT COMPLETED	<div>⋮</div>
Module 1: Competencies Reflection	NOT COMPLETED	<div>Complete Form</div>

## References:

National Association of Colleges and Employers. (n.d.). National Association of Colleges and Employers. <https://www.nacweb.org/>  
Southern Illinois University Edwardsville. (n.d.). Career Development Center. <https://www.siue.edu/cdc>