Are you Belmont Ready?
Career Readiness 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.

**CREATIVITY/PROBLEM-SOLVING:**
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
• Become an RA or TT leader
• Get an on-campus job
• Brainstorm solutions to a problem before bringing it to a supervisor/professor
• Activate your mind – read, do puzzles, write, etc.
• Attend a Society & the Arts and Sciences convocation
• Present a logical argument in your FYS Argument Paper

Goal for developing this competency:
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**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 (COM 1100)
• Create a resume and upload it to Handshake
• Attend a Residence Life program or Convocation--Check for understanding by asking clarifying questions.
• Email a professor--Proofread on-line and written communication to avoid errors.
• Schedule an appointment with the Learning Center
• Join the Speech, Theatre & Debate Team
• Perform a Showcase on campus
• Join your residence hall council
• Share with your TT group why you chose to attend Belmont
• Talk to your TT leader or RA about how to get involved
• Go to the Library and talk to a research librarian

Goal for developing this competency:
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For questions and/or assistance with developing any of these competencies, contact the Office of Career & Professional Development at careerdevelopment@belmont.edu or 615.460.6490
TEAMWORK/COLLABORATION:
Build and maintain collaborative relationships with others representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Able to work effectively with others in a team setting through shared responsibility, empathy and respect. Can negotiate and manage one’s 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
• Join a Belmont Intramural or Club Sport
• Run for SGA office
• Handle difficult conversations in person with respect
• Consider others’ perspectives before making a decision
• Join a Belmont Sorority/Fraternity or student organizations

Goal for developing this competency:

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DIGITAL TECHNOLOGY:
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

☐ Need to Develop  ☐ Currently Developing  ☐ Excelling

Ways to develop this competency:
• Work your way through the Building Information Literacy Skills Tutorial available through the Bunch Library in order to pass the Computer Proficiency Exam
• Take an introductory computer science class to learn some coding and logic
• Meet with a GPS Coach and learn how to successfully navigate Degree Works
• Use tutorials and help menus to determine the most efficient way to accomplish a task
• Download a new app, learn how to use it and become an expert
• Create a LinkedIn profile and learn how to use LinkedIn to build your network, explore careers, and advance your job search

Goal for developing this competency:

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**LEADERSHIP:**
Motivate, organize, prioritize, and delegate work by leveraging the strengths of individuals. The ability to assess and manage his/her emotions and those of others; use empathetic skills and a positive attitude to guide and influence others while reaching a shared goal.

- **Need to Develop**
- **Currently Developing**
- **Excelling**

Ways to develop this competency:
- Take on a leadership role in a group or organization
- Become an RA or TT leader
- 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:

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**PROFESSIONALISM/WORK ETHIC:**
Demonstrate integrity, resilience, accountability and ethical behavior. The ability to take initiative, maintain effective work habits (prioritize, plan and manage work; punctuality) to produce high quality results and project a professional presence. Acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

- **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
- Sign up for Weekly Service through Get Connected
- Review your social media through the eyes of a future employer and determine appropriateness
- Attend a Belmont & Beyond program or Bruin to Bruin Career Conversations
- Find a mentor

Goal for developing this competency:

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CAREER MANAGEMENT:
Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. Able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

☐ Need to Develop  ☐ Currently Developing  ☐ Excelling

Ways to develop this competency:
• Use the services and resources available to you through the Office of Career & Professional Development
• Take career assessments, available through the Office of Career & Professional Development to understand your personality type, interests, skills, strengths, and values
• Complete your profile on Handshake: discover collections curated especially for you
• Schedule an appointment with your Career Development Specialist today to practice this competency
• Explore career options through online research and by conducting informational interviews
• Practice interviewing and negotiating

Goal for developing this competency:
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GLOBAL/INTERCULTURAL FLUENCY:
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

☐ Need to Develop  ☐ Currently Developing  ☐ Excelling

Ways to develop this competency:
• Attend an event on campus that encourages you to step outside your comfort zone
• 1x per week, meet someone new (student, faculty, and staff)
• Engage in conversation with individuals who have different perspectives than your own
• Attend a Global Citizenship, Leadership & Professions Convocation
• Participate in a study abroad or study away experience to broaden your horizons
• Participate in an Immersion Trip
• Volunteer for a Nashville-based organization through Get Connected
• Attend a Welcome Home team meeting
• Invite a student with a different background to lunch
• Try international cuisine at one of Belmont’s dining locations
• Meet everyone on your floor
• Take a foreign language and practice conversation with a native speaker

Goal for developing this competency:
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