

CAREER READINESS SKILLS



As a faculty member, this document is designed to help you identify and integrate transferable skills into your conversations with GVSU students. It aligns with the National Association of Colleges and Employers Career Readiness Competencies, providing a practical framework to support students' future success. Career readiness serves as the foundation for demonstrating the core competencies that prepare college graduates for success in the workplace and throughout their lifelong career journeys.

CAREER + SELF DEVELOPMENT

- Show an awareness of one's own strengths and areas for development.
- Display curiosity; seek out opportunities to learn.
- Establish, maintain, and/or leverage relationships with people who can help one professionally.
- Voluntarily participate in further education, training, or other events to support one's career.

LEADERSHIP

- Inspire, persuade, and motivate self and others under a shared vision.
- Seek out and leverage diverse resources and feedback from others to inform direction.
- Use innovative thinking to go beyond traditional methods.
- Service as a role model to others by approaching tasks with confidence and a positive attitude.

COMMUNICATION

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language abilities.
- Employ active listening, persuasion, and influencing skills.
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diverse learning styles and cultural differences.

CRITICAL THINKING

- Make decisions and solve problems using sound, inclusive reasoning and judgment.
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem.
- Proactively anticipate needs and prioritize action steps.
- Accurately summarize and interpret data with an awareness of personal bias.

TEAMWORK

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting.
- Effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience.
- Be accountable for individual and team responsibilities and deliverables.

PROFESSIONALISM

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with the organization and personal career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).



Equity & Inclusion and Technology complete the eight National Association of Colleges and Employers career readiness competencies. Employers prioritize how students apply these transferable skills—across contexts—to solve problems, collaborate effectively, and contribute to organizational success. Together, the competencies offer a flexible framework for aligning career-related goals and outcomes with both curricular and co-curricular experiences, regardless of discipline.

Identifying Transferable Skills

Adapted from the GVSU Career Center Handout

Ask students to reflect on times they felt successful or received positive feedback. What were they doing, and which skills were they using? Have them review the transferable skills list, identify those that stand out, and add any others. Then, encourage them to consider how these skills translate to workplace settings. See example below.

Skill	Where have you used it?	How can you effectively communicate the value of your skills and experiences in networking or career fair settings?
Critical Thinking	I noticed conflicting ideas among team members about the direction of a class project. I analyzed each suggestion, evaluated its pros and cons, and proposed a solution that combined the best aspects of each idea while addressing the project's objectives and deadlines.	This is important because I might encounter someone hesitant to move forward due to resource constraints. By analyzing their situation, I could propose a tailored solution, such as a flexible approach or a customized option, demonstrating value and addressing concerns to achieve a positive outcome.

Help students understand that interviews require more than listing qualifications—they need to demonstrate their skills through specific examples (e.g., solving a problem, leading a project, collaborating on a team). These reflections not only strengthen interview performance but can also guide students in identifying majors and career paths aligned with their strengths.



Looking for personalized advice and information regarding your career plan?

- The GVSU Career Center CareerLab is a great resource for career event preparation.

Looking for personalized advice and information regarding your career plan?

- Schedule an appointment with a Career Advisor.

Interested in exploring internship opportunities?

- Connect with the CLAS Center for Experiential Learning.