

Transferable skills

Transferable skills are a core set of abilities that can be applied to a wide range of jobs and industries. Use this chart to identify the skills you've gained in your experiences—from volunteering and internships to course projects.

Skills employers seek	Consider a time when you...	
	Undergraduate Graduate	
Analytical thinking/ problem solving	<ul style="list-style-type: none"> Used logic or reasoning to solve a problem Planned a budget for a student organization Identified themes or patterns in data Synthesized data for a course or project 	<ul style="list-style-type: none"> Reviewed literature and synthesized findings for academic research Strategized how to approach an experiment more effectively Recognized the core issue within extensive data
Communication	<ul style="list-style-type: none"> Solicited funds for a student organization event Persuaded others to successfully complete a project Wrote or edited material Led presentations to students or customers 	<ul style="list-style-type: none"> Taught complex concepts to beginners Presented academic research at conferences and in publications Wrote a successful grant proposal
Leadership	<ul style="list-style-type: none"> Managed a volunteer project Recognized change was necessary and initiated progress Delegated tasks Trained students or staff 	<ul style="list-style-type: none"> Led productive class discussions Managed a student organization, research team, or conference Mobilized group decision-making Supervised students or staff
Creativity	<ul style="list-style-type: none"> Designed a website or marketing promotion Built a prototype for a class Developed an innovative approach to a problem 	<ul style="list-style-type: none"> Collaborated with challenging lab or team members Participated in creative planning and brainstorming sessions Delegated tasks and came together to integrate findings
Organization/ project management	<ul style="list-style-type: none"> Generated a timeline for goals 	

Career readiness of college graduates is of critical importance in higher education, in the labor market, and in the public arena. Yet, up until now, "career readiness" has been underfunded, making it difficult for leaders in higher education, work force development, and public policy to work together effectively to ensure the career readiness of today's graduates.

In accordance with its mission to lead the community focused on the employment of the new college graduate, the National Association of Colleges and Employers (NACE), through a task force comprised of

USING THE DEFINITION AND COMPETENCIES

How do the definition and competencies help those focused on ensuring new college graduates have the skills necessary to enter and become part of a strong, productive work force?

The definition and competencies provide for development of strategies and tactics that will close the gap between higher education and the world of work. They lay the foundation for the work necessary to prepare college students for successful entry into the work force by:

- Providing a common vocabulary and framework to use when discussing career readiness metrics on campus, within employing organizations, and as part of national public policy.
- Establishing defined competencies as guidelines when educating and advising students.
- Establishing defined competencies to identify and assess when hiring the college educated.

NOW AVAILABLE: CAREER READINESS RESOURCES

NACE members have generously shared a variety of resources designed to support your efforts in integrating career readiness into your programs and services. You can access those materials and measurements at www.naceweb.org/career-readiness/competencies/career-readiness-resources.

The National Association of Colleges and Employers


Advancing college talent together

Established in 1956, the National Association of Colleges and Employers (NACE) is the leading source of information on the employment of the college educated.

In carrying out its mission—to lead the community of professional focused on the employment of the college educated by providing access to relevant knowledge, resources, insight, and relationships—NACE connects more than 7,600 college career services professionals at nearly 2,000 college and universities nationwide, and more than 3,000 HR/affiliated professional focused on university relations and recruiting, and business affiliates throughout the community.

Among college and universities, NACE represents more than 50 percent of all four-year college and universities in the United States, and 98 percent of all research universities. Approximately 30 percent of four-year public institutions contain at least a NACE member.

On the employer side, NACE members include mid-size and large national and global organizations, ranging from Fortune 500 organizations to start-up companies to government agencies. NACE employer members represent a wide range of industries,



NCA Student Staff Goal Setting

Your goal each quarter is intended to help you focus on a particular area of your work as an NCA employee or a professional skillset (i.e. communication, organization) that may help you both as a staff member and beyond.

Consider the following to help you in crafting your goal :

- x What aspect of your role are you most excited about or want to focus on this quarter?
- x What skills are you hoping to further develop or gain from your work at NCA?
- x What impact do you want to have on the student experience or interaction with NCA?

Specific: What do you want to accomplish? What actions are involved in this goal?

Measureable: How will you know when this goal is accomplished?

Attainable: How realistic is this goal for you based on resources, time and your level of experience?

Relevant: Does this goal align with helping you to develop personally/professionally/as an NCA staff member?

Time bound: What is the timeline for this goal? When will you know it has been accomplished?

Create at least one SMART goal that you can begin working towards this quarter.



Front Desk Student Worker



In -Meeting Discussion

During our conversation we will discuss the following reflection questions. Please read them in advance, but you do not need to come with completed responses.

1. What did you enjoy most about working at NCA this quarter?
2. What do you think you could improve upon in your role?
3. What progress have you made on your goal this quarter?
4. Do you have any questions/concerns or ideas \ R X \ P G W R K D U H? Is there anything U V X S H U d L o V R U c E H V s u p p o r t you?
5. Finalized SMART Goal for next quarter: