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	• Used logic or reasoning to solve a problem • Planned a budget for a student organization • Identi ed themes or patterns in data • Synthesized data for a course or project	• Reviewed literature and synthesized ndings for academic research • Strategized how to approach an experiment more effectively • Recognized the core issue within extensive data
Communication	• Solicited funds for a student organization event • Persuaded others to successfully complete a project • Wrote or edited material • Led presentations to students or customers	• Taught complex concepts to beginners • Presented academic research at conferences and in publications • Wrote a successful grant proposal
Leadership	• Managed a volunteer project • Recognized change was necessary and initiated progress • Delegated tasks • Trained students or staff	• Led productive class discussions • Managed a student organization, research team, or conference • Mobilized group decision-making • Supervised students or staff
Creativity	• Designed a website or marketing promotion • Built a prototype for a class • Developed an innovative approach to a problem	
	for a project • Recognized a shared team goal and found ways to be inclusive • Overcame a challenge in a student organization	• Collaborated with challenging lab or team members • Participated in creative planning and brainstorming sessions • Delegated tasks and came together to integrate ndings
Organization/ project management	• 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 unde ned, making it dif cult 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 College 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, resource, insight, and relationship—NACE connects more than 7,600 college career service professional at nearly 2,000 college and universities nationwide, and more than 3,000 HR/staffing professional focused on university relation and recruiting, and by ine affiliates those serve this 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 two-year public institution count themselves as a NACE members.

On the employer side, NACE member include mid-size and large national and global organizations, ranging from Fortune 500 organizations to startup companies to government agencies. NACE employer member 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 you'd like to share? Is there anything our support you to or could be supporting you?

5. Finalized SMART Goal for next quarter: