

NACE Career Readiness Competencies Milestones

Build and track the top 8 skills employers want. Stay on course and graduate career-ready!

Competencies	Freshman	Sophomore	Junior	Senior
Career & Self-Development	<input type="checkbox"/> Take a self-assessment; visit career center	<input type="checkbox"/> Declare major; attend a career fair	<input type="checkbox"/> Secure internship; informational interviews	<input type="checkbox"/> Apply for jobs or graduate school
Communication	<input type="checkbox"/> Join a club; speak in meetings	<input type="checkbox"/> Professional emails; presentations	<input type="checkbox"/> Mock interviews; refine LinkedIn	<input type="checkbox"/> Present at conferences
Critical Thinking	<input type="checkbox"/> Attend events; ask questions	<input type="checkbox"/> Debates; case studies	<input type="checkbox"/> Solve real-world problems	<input type="checkbox"/> Capstone project; evaluate options
Equity & Inclusion	<input type="checkbox"/> Attend diversity workshops	<input type="checkbox"/> Volunteer with cultural orgs	<input type="checkbox"/> Mentor peers; advocacy work	<input type="checkbox"/> Institutional change efforts
Leadership	<input type="checkbox"/> Observe leadership in clubs	<input type="checkbox"/> Join committee roles	<input type="checkbox"/> Lead organizations/projects	<input type="checkbox"/> Governance or senior leadership
Professionalism	<input type="checkbox"/> Arrive on time; manage schedule	<input type="checkbox"/> Apply for jobs, follow-up emails	<input type="checkbox"/> Meet deadlines, reliability	<input type="checkbox"/> Personal brand; manage references
Teamwork	<input type="checkbox"/> Join group projects/sports	<input type="checkbox"/> Collaborate on service projects	<input type="checkbox"/> Resolve conflicts, team lead	<input type="checkbox"/> Strategic planning; legacy projects
Technology	<input type="checkbox"/> Use Google, Brightspace, Microsoft	<input type="checkbox"/> Excel, Slides, Doc projects	<input type="checkbox"/> Learn industry tools (e.g., SPSS)	<input type="checkbox"/> Use LinkedIn, Handshake