



Integrating Career Competencies into Course Development

Competencies are a combination of **knowledge, skills, and personal attributes** that are relevant to work and life. They are transferable across all industries and fields. Students who are able to demonstrate their competencies throughout their application materials will be able to effectively communicate their ability to meet or exceed the qualifications of opportunities of interest.

According to the National Association of Colleges and Employers (NACE) reports the following career competencies are of value to today's employers:

Critical Thinking/Problem Solving

Leadership

Oral/Written Communications

Professionalism/Work Ethic

Teamwork/Collaboration

Career Management

Digital Technology

Global/Intercultural Fluency

Instructions: To assist students in understanding the transferrable skills they develop in your course, consider going through your learning outcomes and assignments and incorporating action verbs associated with the competencies you desire for them to develop.

CRITICAL THINKING

The ability to process and interpret information objectively in order to make decisions. And the capacity to reflect upon the outcomes of decisions made in order to inform future actions.

Analytical		Analytical		Creativity		Creativity		Financial		Financial	
Adapt		Identify		Author		Integrate		Administer		Market	
Analyze		Interprete		Conceive		Introduce		Allocate		Measure	
Apply		Investigate		Conceptualize		Invent		Analyze		Quantify	
Calculate		Researche		Create		Investigate		Appraise		Plan	
Compute		Review		Customize		Modify		Audit		Project	
Design		Solve		Design		Originate		Balance		Research	
Develop		Study		Develop		Perform		Budget		Review	
Devise		Survey		Direct		Plan		Calculate		Survey	
Diagnose		Test		Formulate		Propose		Compute			
Evaluate		Engineer		Found		Revise		Develop			
		Examine		Illustrate		Shape		Forecast			
				Institute		Solve		Manage			



COMMUNICATION

The ability to effectively exchange thoughts and ideas with others through listening, speaking, writing, and nonverbal interactions.

Communication		Communication		Communication		Interpersonal Skills		Interpersonal Skills	
Advertise		Interpret		Redirect		Accommodate		Modify	
Author		Mediate		Refer		Adjust		Motivate	
Collaborate		Moderate		Represent		Advise		Negotiate	
Compose		Negotiate		Resolve		Arrange		Personalize	
Convey		Orient		Translate		Assist		Persuade	
Correspond		Persuade				Consult		Provide	
Direct		Present				Contribute		Request	
Edit		Promote				Cooperate		Respect	
Formulate		Publicize				Guide		Serve	
Influence		Recommend				Influence		Sell	
Inform		Reconcile				Mediate		Teach	
Instruct		Recruit				Moderate			

LEADERSHIP

The ability to leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others.

Communication	Leadership	Interpersonal Skills	Initiative	Management	Management
Address	Administer	Accommodate	Establish	Administer	Prioritize
Collaborate	Allocate	Adjust	Generate	Analyze	Produce
Correspond	Approve	Advise	Implement	Arrange	Review
Direct	Assign	Arrange	Innovate	Assign	Schedule
Edit	Authorize	Assist	Institute	Attain	Strengthen
Formulate	Award	Consult	Introduce	Chair	Supervise
Influence	Conduct	Contribute	Launch	Consolidate	Enhance
Inform	Delegate	Cooperate	Lead	Contract	Plan
Instruct	Designate	Guide	Motivate	Coordinate	Improve
Interpret	Direct	Influence	Originate	Delegate	Initiate
Mediate	Discharge	Mediate	Pioneer	Develop	Recognize
Persuade	Enforce	Moderate		Direct	



TEAMWORK

The ability to navigate interactions with a variety of individuals to contribute to a common goal while exhibiting the ability to manage conflict, an appreciation and engagement with/of diversity, understanding of group dynamics, and collaboration.

Train/Consult		Train/Consult		Serve		Serve		Management		Creativity	
Advise		Establish		Administer		Engage		Coordinate		Approach	
Aid		Explain		Advocate		Ensure		Delegate		Amend	
Assist		Facilitate		Aid		Expedite		Improve		Build	
Coach		Focus		Alleviate		Facilitate		Initiate		Design	
Collaborate		Guide		Arrange		Familiarize		Prioritize		Develop	
Communicate		Initiate		Assess		Intervene		Produce		Direct	
Coordinate		Instruct		Assist		Listen		Review		Enhance	
Counsel		Persuade		Clarify		Partner		Schedule		Formulate	
Develop		Represent		Coach		Provide		Strengthen		Ideate	
Educate		Support		Contribute		Represent		Supervise		Innovate	
Enable		Train		Counsel		Resolve		Enhance		Pilot	
Encourage		Tutor		Encourage		Support		Plan		Plan	

PROFESSIONALISM/WORK ETHIC

The ability to demonstrate personal accountability, responsibility and effective work habits as well as display integrity and ethical behavior, for the good of the organization or larger community.

Initiative		Research		Decision Making		Interpersonal		Interpersonal	
Advocate		Assess		Adapt		Accommodate		Motivate	
Generated		Analyze		Decide		Adjust		Negotiate	
Implement		Conceptualize		Develop		Advise		Network	
Innovate		Design		Enhance		Arrange		Personalize	
Institute		Define		Evaluate		Assist		Persuade	
Introduce		Explore		Implement		Consult		Provide	
Launch		Forecast		Improve		Contribute		Request	
Lead		Gather		Inform		Cooperate		Respect	
Motivate		Identify		Navigate		Guide		Serve	
Originate		Observe		Produce		Influence		Support	
Pilot		Organize		Solve		Listen		Teach	
Pursue		Test		Strategize		Moderate			



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.

Initiative	Research	Decision Making	Interpersonal	Interpersonal	Communication
Advocate	Assess	Adapt	Accommodate	Motivate	Address
Generated	Analyze	Decide	Adjust	Negotiate	Clarify
Implement	Conceptualize	Develop	Advise	Network	Confirm
Innovate	Design	Enhance	Arrange	Personalize	Formulate
Institute	Define	Evaluate	Assist	Persuade	Influence
Introduce	Explore	Implement	Consult	Provide	Inform
Launch	Forecast	Improve	Contribute	Request	Interpret
Lead	Gather	Inform	Cooperate	Respect	Interview
Motivate	Identify	Navigate	Guide	Serve	Persuade
Originate	Observe	Produce	Influence	Support	Represent
Pilot	Organize	Solve	Listen	Teach	
Pursue	Test	Strategize	Moderate		

GLOBAL/INTERCULTURAL FLUENCY

The ability to value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions.

Communication	Communication	Decision Making	Interpersonal	Planning	Self-Awareness
Articulate	Interpret	Advise	Appreciate	Adapt	Acknowledge
Clarify	Mediate	Consult	Collaborate	Appraise	Assess
Collaborate	Moderate	Decide	Cooperate	Arrange	Challenge
Connect	Negotiate	Develop	Embrace	Assess	Commit
Convey	Orient	Enhance	Empathize	Consider	Evaluate
Correspond	Persuade	Evaluate	Inquire	Contribute	Identify
Direct	Present	Implement	Interact	Discuss	Learn
Edit	Promote	Include	Leverage	Execute	Perceive
Engage	Recommend	Inform	Listen	Organize	Question
Express	Reconcile	Navigate	Mediate	Prepare	Reflect
Influence	Recruit	Solve	Responds	Research	Understand
Inform	Translate	Strategize	Understand	Share	



DIGITAL LITERACY

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.

Initiative	Management	Decision Making	Technical
Adapt	Coordinate	Consult	Apply
Establish	Delegate	Decide	Connect
Generated	Improve	Develop	Conduct
Implement	Initiate	Enhance	Install
Innovate	Prioritize	Evaluate	Monitor
Institute	Produce	Implement	Operate
Introduce	Review	Improve	Program
Launch	Schedule	Inform	Regulate
Organize	Strengthen	Navigate	Repair
Pilot	Supervise	Produce	Secure
Pursue	Enhance	Solve	Troubleshoot
Respond	Plan	Strategize	Write