



**METRO STATE
UNIVERSITY**

Career Competencies

What Employers Want *//////*

**Professional
Communication**

**Teamwork and
Collaboration**

**Critical Thinking and
Problem Solving**

**Cultural Agility,
Inclusion, and
Anti-Racism**

**Ethical
Decision Making**

**Community
Engagement**

**Innovation
and Creativity**

Digital Literacy

**Leadership and
Followership**

**Continuous Learning
and Career
Management**



MINNESOTA STATE

*Metropolitan State University,
A member of Minnesota State*

This list of 10 career competencies can be thought of as a skill set that you should be able to put on a résumé or talk about in an interview by the time you graduate.

1 Professional Communication

- Articulate thoughts and ideas clearly
- Demonstrate proficiency in interpersonal conversations, public speaking, and writing
- Exhibit excellent listening skills

2 Critical Thinking and Problem Solving

- Analyze issues, make decisions, and overcome problems using insights from a variety of perspectives
- Obtain, interpret, and use knowledge, facts, and data to reach a goal or outcome

3 Ethical Decision Making

- Maintain a high standard of conduct, even when it is difficult
- Collect and evaluate information, develop alternatives, and foresee potential consequences and risks
- Assess the moral implications of a course of action

4 Innovation and Creativity

- Look at the world differently, generating new ideas, and make connections between seemingly unrelated things
- Take a leap, try new things, and go beyond conventional approaches

5 Leadership and Followership

- Leadership: leverage the strengths of others to achieve common goals
- Followership: be part of a team and deliver on what is expected

6 Teamwork and Collaboration

- Cultivate positive, collaborative relationships with colleagues and customers
- Consider the needs, abilities, and goals of each group member
- Negotiate and manage conflict civilly

7 Cultural Agility, Inclusion, and Anti-Racism

- Respect multiple worldviews
- Challenge individual biases, and participate in what may be difficult dialogues
- Understand the foundations of racism and the subtle role of race in our personal and professional everyday life

8 Community Engagement

- Build awareness of how communities impact individuals and how individuals impact, serve, and shape communities
- Form partnerships and coalitions to influence change in policies, programs, and practices

9 Digital Literacy

- Utilize new tools, adapt, and keep up with emerging technologies

10 Continuous Learning and Career Management

- Know how personal strengths and qualities, shaped by a liberal arts education, lead to career success
- Maintain curiosity about the world of work and a willingness to invest in networking connections

We started with two sources to develop our own set of career competencies—thanks to the U of M College of Liberal Arts and the National Association of Colleges and Employers. Our initiative is supported by Association of American Colleges and Universities' research: "Fulfilling the American Dream: Liberal Education and the Future of Work".

cla.umn.edu/career-readiness/implementation-model
naceweb.org/career-readiness/competencies/career-readiness-defined/

Career Center

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