

ADDING NACE CAREER READINESS COMPETENCIES TO YOUR JOB POSTING

Pratt Student Employment

Career Readiness and Student Employment

As part of our ongoing efforts to ensure that student employment contributes to career readiness, the Center for Career & Professional Development (CCPD) now includes a **NACE Career Readiness Competencies** field in the student job posting form. This addition aligns on-campus employment opportunities with nationally recognized standards and helps students better understand how their campus jobs support their future goals.

What Are the NACE Competencies?

The NACE Career Readiness Competencies, established by the [National Association of Colleges and Employers](#), are a set of skills that are highly valued by employers and recognized across higher education and industry. These competencies are crucial for the success of recent graduates in the workforce.

The **8 NACE competencies** include:

Career & Self-Development

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Critical Thinking

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

Equity & Inclusion

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.

Leadership

Recognize and capitalize on personal and team strengths to achieve organizational goals.

Professionalism

Knowing work environments differ greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.

Teamwork

Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities.

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

To review detailed descriptions of each competency, please follow the [link](#).

How to Choose Competencies

When creating or editing a job posting on the Student Employment website, consider the following steps to select the appropriate competencies:

1. **Assess the Role's Daily Tasks:** Reflect on the everyday responsibilities and tasks the student employee will undertake.
2. **Evaluate Skill Development Opportunities:** Consider how the role will challenge the student and what skills they can practice or develop over time.
3. **Select Relevant Competencies:** Choose **2 competencies** that align most closely with the learning outcomes associated with the role. While the system allows you to select more than two, we recommend focusing on just two – the ones most essential to the role and most likely to be developed through regular responsibilities.

Where to Add the Competencies

You can add competencies when creating a new job posting or editing an existing one. Scroll down to the “**NACE Career Readiness Competencies**” field and select two relevant competencies from the dropdown menu.

The screenshot shows a web form for creating or editing a job posting. On the left, there are several input fields: 'NACE Career Readiness Competencies' (with a dropdown menu), 'Number of Available Openings *', 'Hours per Week', 'Time Frame for this Job', and 'Funding Source(s) *'. The dropdown menu is open, showing a list of competencies: 'Career & Self Development', 'Communication' (highlighted in blue), 'Critical Thinking', 'Equity & Inclusion', 'Leadership', 'Professionalism', and 'Teamwork'. To the right of the dropdown, there are three checkboxes for funding sources: 'On Campus Student Employment' (unchecked), 'On Campus Work Study' (unchecked), and 'On-Campus Jobs - Stipends' (checked).

If you need additional clarification on NACE competencies, feel free to contact the CCPD Experiential Learning team at career-internships@pratt.edu.