



21st CENTURY SKILLS: CAREER READY CERTIFICATE

Nearly 80% of college students consider themselves proficient in communication and critical thinking skills, yet only 42% and 56% of employers, respectively, consider students proficient in these same skills.* How can we help students further develop and articulate the skills they are learning in class?

The National Association of Colleges and Employers ([NACE](#)) conducted an [employer survey](#) regarding the skills employers seek in new college graduate job candidates. Relying primarily upon the results of several years of data from their annual employer survey and a list compiled by researchers and authors of "[Are They Really Ready to Work?](#)" NACE developed its list of the seven most in-demand 21st Century skills; in 2018, NACE added an eighth.

CareerSpots, publisher of employment preparation videos, then created the Career Ready Channel and published a "Students Ask" video corresponding with each of the NACE 21st Century skills. You can find these 2-3-minute videos on the [Career Center's home page](#); click on the scrolling videos at the bottom of the department's "About Career Studies & Services" page, then click on the green "Career Ready" button.

Each video introduces the topic by including questions from students and responses from professionals employed in a variety of fields. Although you may assign students to watch the Career Ready videos without assigning the modules of the Career Ready Certificate, students are benefiting from completing the 20- to 30-minute Career Ready Certificate modules. **After completing the certificate, a current MiraCosta student said, "This is what the students will need to succeed in their career. This should be something that students must complete before heading off to graduation."**

All modules are online and available to students at no charge. Each includes quotes, statistics, videos, quizzes with real-time feedback, a complete transcript, and "next steps" for building the skill. Upon completion of all modules, students receive a certificate from CareerSpots. Of significance to MiraCosta faculty and staff: five of the 21st Century skills presented in the modules are the same as five of [MiraCosta College's core competencies](#).

If you would like to "test drive" the modules, follow the instructions below:

1. Go to <https://careerspots.digitalchalk.com/auth/login>
2. Click **CREATE ACCOUNT** and enter the information requested, including the **ACCESS CODE** listed in the blue box below. **Please enter the ACCESS CODE carefully and make sure it matches exactly (with no space before the access code in the box where you type it).**
3. **Create ONLY ONE account.** If you forget your password, click **RESET YOUR PASSWORD** to create a new one.

Access Code: **miracostacollege**

**Please keep this access code confidential.*

Of course, when you assign the Career Ready Certificate, you will advise your students to list your last name under "Instructor." When assigning Career Management chapter, please also share information about how [students may access additional resources](#) from the MiraCosta College Career Center.

Consider assigning the Career Ready Certificate and incorporating the modules into existing assignments. If you choose not to include it among your assignments, please share this information with your students. Thank you for helping students develop 21st Century skills and core competencies!

(*<https://www.insidehighered.com/news/2018/02/23/study-students-believe-they-are-prepared-workplace-employers-disagree>)

CAREER READINESS

for the New College Graduate

A DEFINITION AND COMPETENCIES



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 undefined, making it difficult 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 representatives from both the higher education and corporate sides, has developed a definition and identified competencies associated with career readiness for the new college graduate.

Definition:
Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.

COMPETENCIES:

Critical Thinking/Problem Solving: Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

Oral/Written Communications: Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

Teamwork/Collaboration: Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

Digital Technology: 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.

Leadership: Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

Professionalism/Work Ethic: Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

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. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

Global/Intercultural Fluency: Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.