



## 21<sup>st</sup> CENTURY SKILLS: CAREER READY CERTIFICATE

Employers hire students and graduates who possess the skills they demand. Yes, they want the knowledge you're acquiring in your classes, but also they want to work with someone who is a good communicator, collaborator, and problem-solver.

Do you consider yourself a good communicator? 80% of college students consider themselves proficient at communicating. But only 42% of employers rated recent graduates as proficient communicators. \* Are there actions you can take to improve how employers would rate you? The good news is YES!

### WATCH THE VIDEOS ON MIRACOSTA'S CAREER READY CHANNEL:

Click on the scrolling CAREER ADVICE videos on the [Career Center's web page](#) to find two sets of Career Ready videos. Then, from the top of the Channels page, click on the "CAREER READY" button. You can watch 2-minute videos of students determining why each of 8 skills is important or 4-minute videos of professionals defining each skill and offering tips for practicing it.

### COMPLETE THE CAREER READY CERTIFICATE:

If you complete the 8 online skills modules, you will be awarded a **Career Ready Certificate**, which you may add to your resume and your profiles on JAIN and LinkedIn and which you may discuss with employers at interviews. The online modules are available to MiraCosta students for FREE. Each module includes quotes, statistics, videos, questions with real-time feedback, and "next steps" for building each skill. Best of all, each interactive module takes only about 20 minutes to complete, so you could earn an entire certificate to add to your resume in less than 3 hours!

**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."**

### TO GET STARTED:

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.*

If you need any help accessing the Career Ready videos on the Career Center's web page or any of the modules for the **Career Ready Certificate**, reach out to the Career Center team. You can talk with a member of the staff if you call 760.795.6772 M-TH from 8-4:30 and Friday 8-3 or you can email them at [careers@miracosta.edu](mailto:careers@miracosta.edu).

**Kudos to you for getting the edge you need to get the job you want!**

(\*<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.