

Career Readiness Checklist - Results

January 2017

	<u># of Courses</u>
1. Applies Appropriate Academic and Technical Skills	
a. Academic Attainment	47
b. Technical Skill Attainment	21
c. Strategic Thinking	46
2. Communicates Effectively and Appropriately	
a. Speaking	52
b. Writing	44
c. Presentations	35
d. Professional Etiquette	30
e. Customer Service	9
3. Contributes to Employer and Community Success	
a. Personal Responsibility	58
b. Meets Workplace Expectations	42
c. Civic Responsibility and Service	20
4. Makes Sense of Problems and Perseveres in Solving Them	
a. Perceptiveness	52
b. Problem Solving	48
c. Perseverance/Work Ethic	53
5. Uses Critical Thinking	
a. Critical Thinking	51
b. Decision-Making	49
c. Adaptability	49
6. Demonstrates Innovation and Creativity	
a. Creativity	38
b. Innovation	30
7. Models Ethical Leadership and Effective Management	
a. Leadership	34
b. Ethics	35
c. Management	24
8. Works Productively in Teams and Demonstrates Cultural Competency	
a. Teamwork	36
b. Conflict Resolution	29
c. Social and Cultural Competence	28
9. Utilizes Technology	
a. Data Gathering, Access and Management	36
b. Tools and Applications	34
c. Technology Ethics	29
10. Manages Personal Career Development	
a. Planning	20
b. Job Seeking	14
c. Resumes, Portfolios, and Interviews	10
d. Professional Development	7
e. Entrepreneurship	12
11. Attends to Personal and Financial Well-Being	
a. Personal Well-Being	25
b. Financial Well-Being	18