

Are you Career Ready?

We're with you every step of the way!

The Professional Development Center (PDC) supports City Tech students to make informed decisions to achieve career goals. Employers emphasize **eight essential employability qualities** for “career ready” applicants.



The National Association of Colleges and Employers (NACE) has defined career readiness as:

The attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



Critical Thinking/ Problem Solving

- ▶ Exercise sound reasoning to analyze issues, make decisions, solve problems, and think on your feet



Oral/Written Communications

- ▶ Communicate thoughts and ideas clearly and confidently to others through public speaking, emails, letters, and reports, for example



Teamwork/ Collaboration

- ▶ Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints
- ▶ Work within a team structure to achieve a common goal



Technical Application

- ▶ Use existing technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals



Leadership

- ▶ Use interpersonal skills to coach and develop others, along with organizing, planning, prioritizing and delegating work



Professionalism/ Work Ethic

- ▶ Demonstrate personal responsibility and work productively with others
- ▶ Demonstrate integrity and ethical behavior



Career Management

- ▶ Navigate, explore, and identify one's skills, as well as areas for professional growth
- ▶ Self-advocate for opportunities in the workplace



Global/ Intercultural Fluency

- ▶ Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions
- ▶ Demonstrate the ability to interact respectfully and understand individuals' differences