

# Career Readiness Report

*Promoting Strengths & Skills Development*

SkillSurvey Career Readiness®

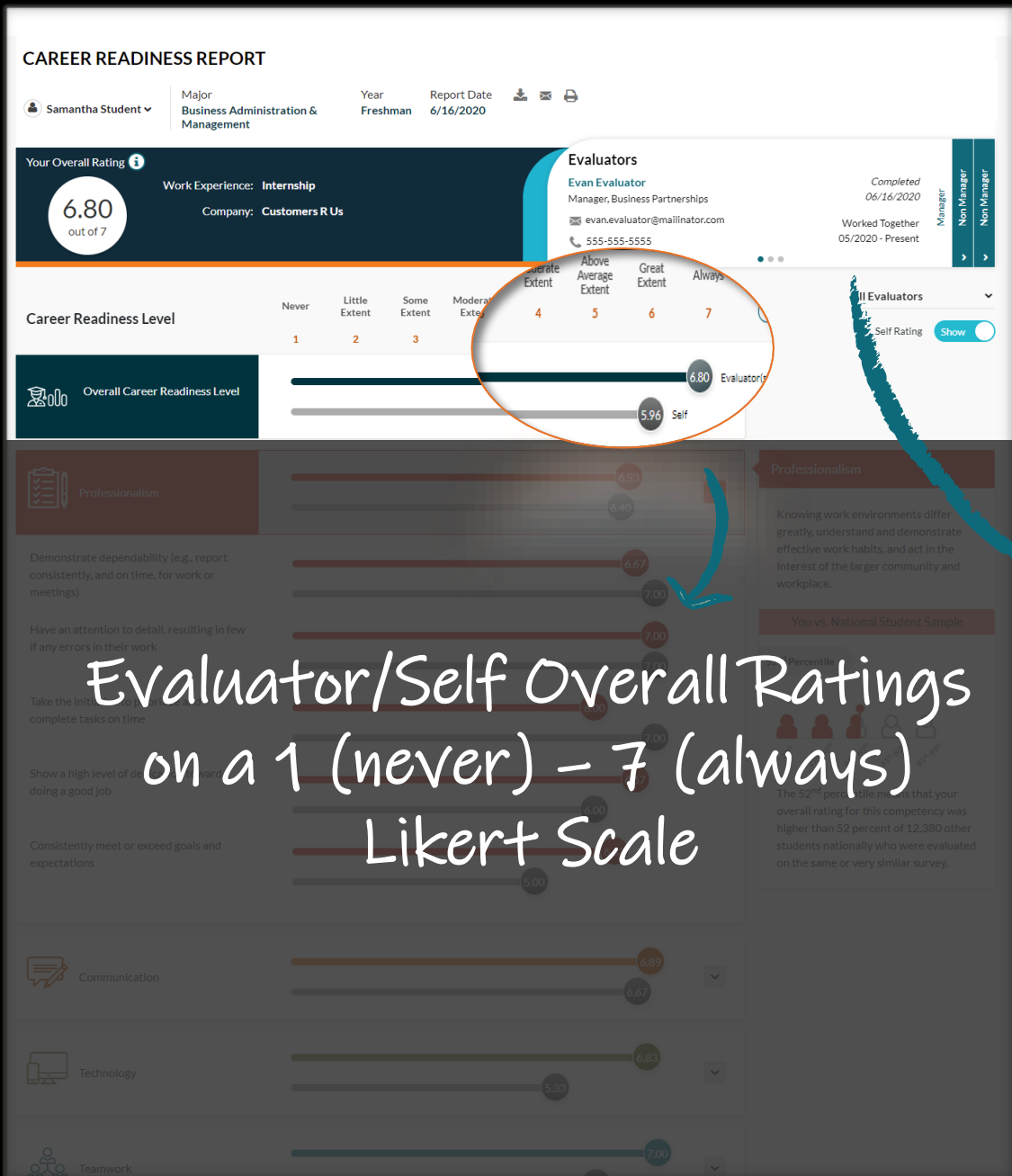




# Career Readiness Report

## What is Career Readiness?

According to NACE (National Association of Colleges and Employers), career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.



## Overall Career Readiness Level & Evaluator Info



Supervisor/Evaluator contact info & work timeframe



Overall Career Readiness rating is an average rating based on the 28-30 questions comparing NACE career readiness competencies to workplace behaviors

## CAREER READINESS REPORT

Samantha Student  
Major: Business Administration & Management  
Year: Freshman  
Report Date: 6/16/2020

Your Overall Rating  
6.80  
out of 7

Work Experience: Internship  
Company: Customers R Us

Evaluators  
Evan Evaluator  
Manager, Business Partnerships  
evan.evaluator@mailinator.com  
555-555-5555

Completed  
06/16/2020  
Worked Together  
05/2020 - Present

### Career Readiness Level

Never Little Extent Some Extent Moderate Extent Above Average Extent Great Extent Always

All Evaluators

Self Rating

## Behaviors Mapped to NACE Competencies

### Professionalism

Demonstrate dependability (e.g., report consistently, and on time, for work or meetings)



Have an attention to detail, resulting in few if any errors in their work



Take the initiative to prioritize and complete tasks on time



Show a high level of dedication toward doing a good job



Consistently meet or exceed goals and expectations



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

### You vs. National Student Sample

52<sup>nd</sup> Percentile



The 52<sup>nd</sup> percentile means that your overall rating for this competency was higher than 52 percent of 12,380 other students nationally who were evaluated on the same or very similar survey.

### Communication



### Technology



### Teamwork



✓ Review & understand the NACE Career Readiness Competencies

✓ Check each question individually and explore gaps between the evaluator ratings & the self-assessment ratings

✓ Identify areas of strength, opportunities for growth



## Behavior Ratings by Competency

### You vs. National Student Sample

52<sup>nd</sup> Percentile



The 52<sup>nd</sup> percentile means that your overall rating for this competency was higher than 52 percent of 12,380 other students nationally who were evaluated on

Shows How this Student was Rated Compared to Students Nationally

## Evaluator Comments



### Strengths



### Areas for Improvement

**Ed Evaluator**  
Customer Services Representative  
Coworker  
Worked Together  
05/2020 - Present

Sam is an attentive intern with strong communication skills. She is a good listener and cooperative team member. With continued experience and education in the Business Industry, Samantha will be a valuable asset.

It would benefit Samantha to speak up in team meetings and contribute her ideas with the team. Sam needs to improve her technology awareness and be able to learn industry relevant programs. Although Sam is attentiv [show more](#)

**Evan Evaluator**  
Manager, Business Partnerships  
Manager (Supervisor, Boss)  
Worked Together  
05/2020 - Present

Samantha has great attention to detail. She is a strong communicator and is willing to help other team members in order to accomplish common goals. With continued experience, increased responsibility, and further [show more](#)

Sam needs to take more initiative when working on projects. She needs to voice her opinions and ideas during open meetings. Samantha needs to dedicate her time to finishing tasks timely without delays.

**Emily Evaluator**  
Customer Service Supervisor  
Coworker  
Worked Together  
05/2020 - Present

Sam has strong organizational skills. She is attentive to the tasks assigned to her and is willing to help out other team members. With continued experience, Samantha will grow to be a valued employee.

Samantha needs to better prioritize tasks assigned to her. She needs to improve her focus on the details of the tasks assigned to her. She needs to use the tools available to her to complete tasks more efficiently and quickly.

## How Do I Compare

Click on any competency in the first column to see how you compare in the other columns.

	What Employers Deem as Essential (NACE Survey)	How Evaluators Rated Students (N=12,380)	How Your Evaluator(s) Rated You	How You Rated Yourself
Highest	1 Critical Thinking	1 Equity & Inclusion	1 Career & Self-Development	1 Communication
	2 Teamwork	2 Teamwork	1 Equity & Inclusion	2 Professionalism
	3 Professionalism	3 Professionalism	1 Teamwork	3 Equity & Inclusion
	4 Communication	4 Technology	4 Communication	4 Career & Self-Development
	5 Leadership	5 Career & Self-Development	5 Technology	4 Teamwork
	6 Technology	6 Leadership	6 Leadership	6 Critical Thinking
	7 Career & Self-Development	7 Communication	7 Critical Thinking	7 Technology
Lowest	8 Equity & Inclusion	8 Critical Thinking	8 Professionalism	7 Leadership

\* Source: Job Outlook 2019, National Association of Colleges and Employers

## Recommendations

- Showcase your strengths in your resume & LinkedIn profile
- Enroll in a course to strengthen competencies
- Take note of evaluator comments to help prepare for an interview
- Make improvements based on evaluator comments to strengthen your job performance in the future
- Nurture relationships with your previous supervisors for job recommendations and future networking



# Evaluator Open-ended Feedback

- Top 3 Work-Related Strengths
- Top 3 Areas for Improvement



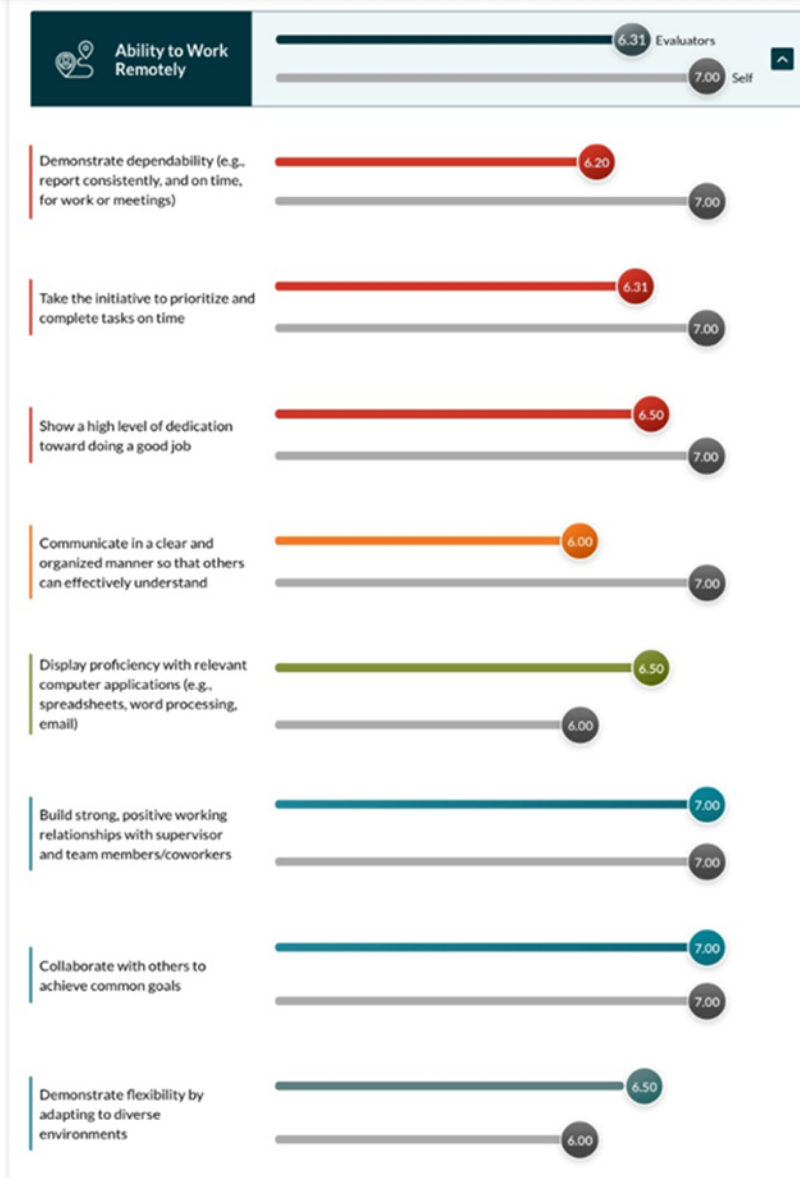
Is there a comment that can help tell a story to illustrate skills?



Find direction to help learn from a mistake, seek opportunities, or capitalize on a strength



Identify future networking opportunities and future job references




**What Does This Mean?**

An individual who works remotely does not work in-person under direct supervision. As such, they should be dependable, self-motivated, and manage their time efficiently to meet deadlines. They also need to be good communicators, and build and maintain relationships with supervisors and coworkers.

**You vs. National Student Sample**

41<sup>st</sup> Percentile



A 41st percentile means that your overall rating for this competency was higher than 41% of 12,380 other students nationally who were evaluated on the same or similar survey.



# Ability to Work Remotely

## Cluster of 8 Critical Behaviors

Everyone at some point in their career will likely be in a position where remote work is required...  
*Consulting, Contractors, CPA, IT, Physical Therapist, etc.*



Examine how well someone can work without immediate supervision



## Explore Gaps or Disconnects in Competencies

### How Do I Compare

Click on any competency in the first column to see how you compare in the other columns.

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Highest	1 Critical Thinking	1 Equity & Inclusion	1 Career & Self-Development (tie)	1 Communication
	2 Teamwork	2 Teamwork	1 Equity & Inclusion (tie)	2 Professionalism
	3 Professionalism	3 Professionalism	1 Teamwork (tie)	3 Equity & Inclusion
	4 Communication	4 Technology	4 Communication	4 Career & Self-Development (tie)
	5 Leadership	5 Career & Self-Development	5 Technology	4 Teamwork (tie)
	6 Technology	6 Leadership	6 Leadership	6 Critical Thinking
	7 Career & Self-Development	7 Communication	7 Critical Thinking	7 Technology (tie)
Lowest	8 Equity & Inclusion	8 Critical Thinking	8 Professionalism	7 Leadership (tie)

Source: Job Outlook 2019, National Association of Colleges and Employers

### Recommendations

- Enroll in a course should you need additional Career Readiness preparation
  - SUNY Oswego DECS offers many sections of G21 101 – Professional Skills Preparatory course every fall, winter, spring and summer to help students examine, define and equip themselves with the critical skills and workplace competencies employers desire in successful candidates for employment. To see a list of those sections, visit the course availability section in your myOswego account
- Upload the report in your LinkedIn profile
- Showcase your competencies and strengths in your resume
- Take notes of "Evaluator Quotes" and highlight them in an interview
- Nurture relationships for future networking & job references
- Make improvements based on evaluator comments and strengthen your next internship, co-op or job



Compare by competency: Employer Needs, Peer Students' Performance, Your Evaluator Ratings, and Your Own Self Ratings



What can you do to better align your work behaviors with the competencies sought by employers?



## "How Do I Compare" Section

### Additional Questions for Evaluators

- 1 To what extent did this student work remotely, without direct, in-person supervision at the same physical location? No remote work – all work was done under direct, in-person supervision in the same physical location, Some remote work - there was sometimes direct, in-person supervision in the same physical location, All remote work – there was never work done under direct, in-person supervision in the same physical location

Evaluators	Response
<b>EE</b> Evan Evaluator Manager (Supervisor, Boss)	Some remote work - there was sometimes direct, in-person supervision in the same physical location
<b>EE</b> Evelyn Evaluator Coworker	Some remote work - there was sometimes direct, in-person supervision in the same physical location

- 2 Regardless of your physical proximity to this student, how often did you typically observe them working? never, once a month, twice a month, once a week, a few times a week, once a day, a few times a day

Evaluators	Response
<b>EE</b> Evan Evaluator Manager (Supervisor, Boss)	once a day
<b>EE</b> Evelyn Evaluator Coworker	a few times a day

### Additional Questions for Students

- 1 To what extent did you work remotely, without direct, in-person supervision at the same physical location? No remote work – all work was done under direct, in-person supervision in the same physical location, Some remote work – there was sometimes direct, in-person supervision in the same physical location, All remote work – there was never work done under direct, in-person supervision in the same physical location
- 2 Regardless of your physical proximity to your supervisor, how often did they typically observe you working? never, once a month, twice a month, once a week, a few times a week, once a day

- Nurture relationships for future networking & job references
- Make improvements based on evaluator comments and strengthen your next internship, co-op or job



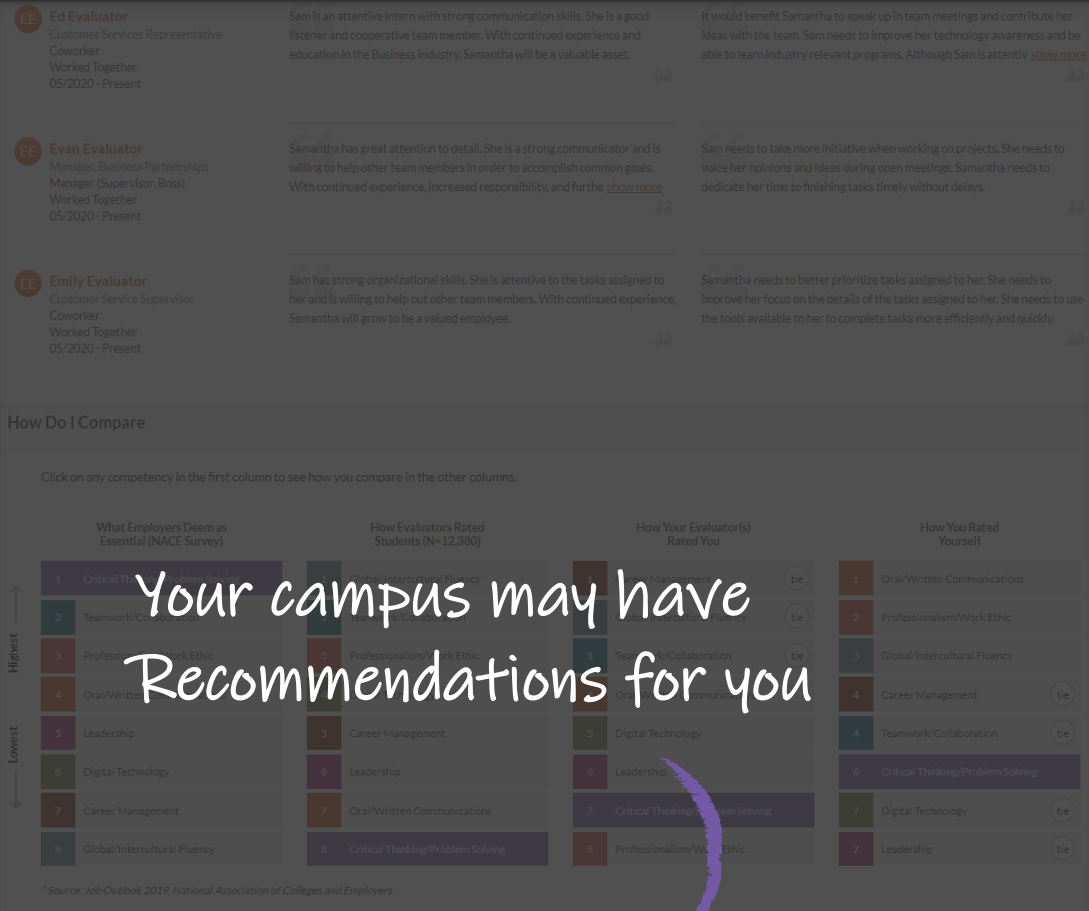
Individually review institution and program specific questions and comments



## Attain Valuable Information

Your institution may add questions for unique insights





Your campus may have  
Recommendations for you

### Recommendations

- Showcase your strengths in self-marketing, including your resume & LinkedIn profile
- Take note of evaluator comments for items you can quote in an interview
- Make improvements based on evaluator comments to strengthen your performance in the future
- Nurture relationships with your peers & supervisors for job references and future networking
- Enroll in a course to strengthen competencies



Take advantage of suggestions from advocates at your institution



Showcase your report to increase internship/co-op/job competitiveness



Gain transferable skills and workplace competencies that employers desire through your institution's courses, programs and services

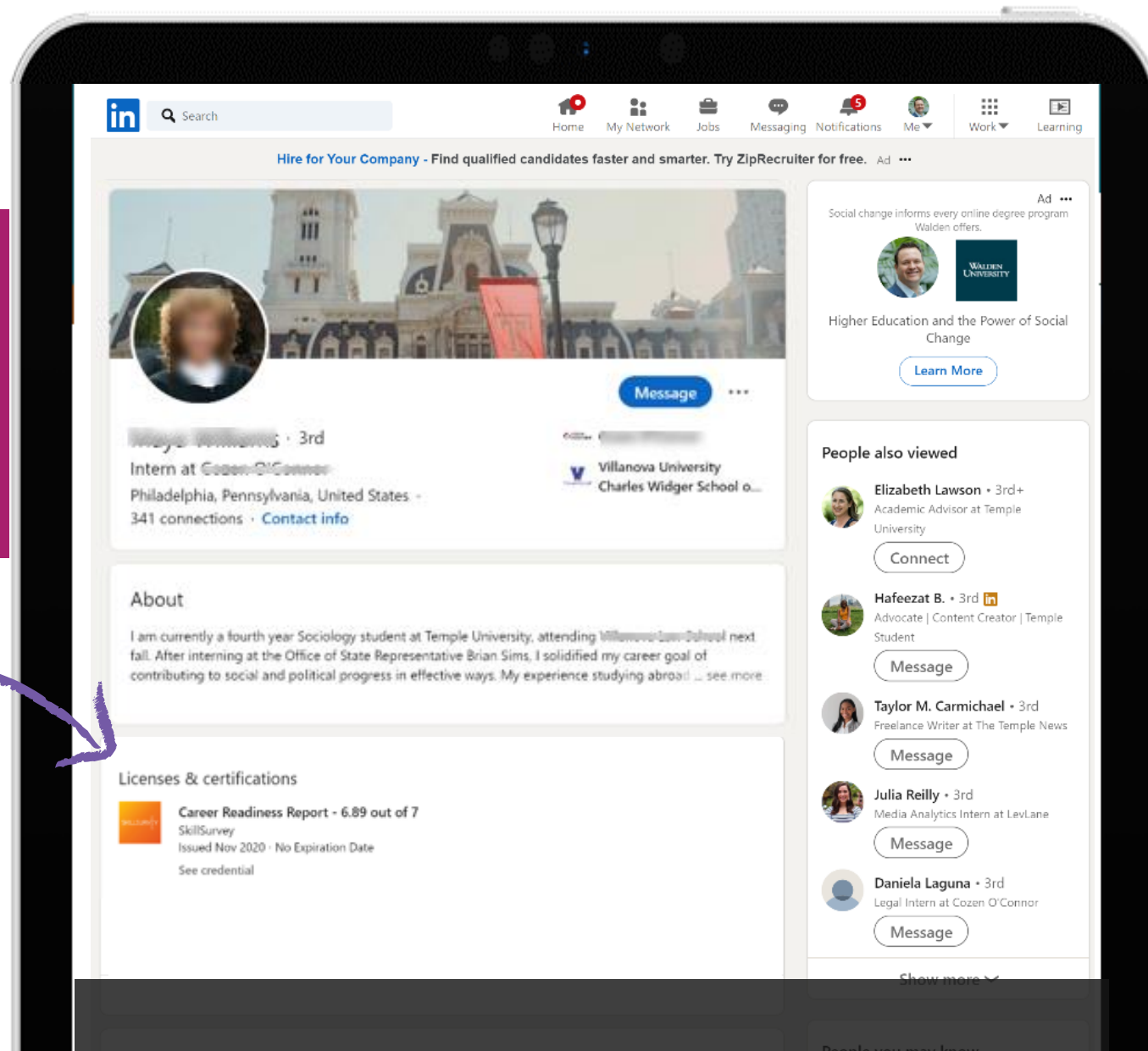


## Maximize Potential

# Career Readiness Evidence



✓ Students post Career Readiness Reports



# How to add the Career Readiness Report on



Sue Student

Open to ▾ Add profile section ▾ More...

Show recruiters y  
control who sees  
Get started

Intro ▾  
About ▾  
Featured ▾  
Background ▾  
Work experience  
Education  
**Licenses & certifications**  
Volunteer experience  
Skills ▾

Add license or certification

Name\*  
Career Readiness Rating 6.47 out of 7

Issuing organization\*  
SkillSurvey

☒ This credential does not expire

Issue date  
April 2021

Credential URL  
<https://app.skillsurvey.com/ence/CareerReadinessReport/CareerReadinessReport?candidateId=tDwc8Jt>

Save

If you don't see the Licenses & Certifications section, add it to your profile, and then you can add your Career Readiness Report link with SkillSurvey as the Issuing Organization

# Questions?

Contact:

[CareerReadiness@skillsurvey.com](mailto:CareerReadiness@skillsurvey.com)

