

NACA[®]

EMPLOYABILITY SKILLS ASSESSMENT

Communication (1 of 8)

Clearly and effectively exchange information, ideas, and perspectives with others.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to understand which method(s) of communication to use for different situations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to modify a message when communicating with different audiences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to effectively present information in a variety of formats.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to understand how cultural differences impact communication.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to actively listen and engage in communications with others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

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Critical Thinking (2 of 8)

Logically gather, analyze, and interpret information needed to make decisions and solve problems.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to make decisions and solve problems using sound reasoning and judgement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to combine information from a variety of sources before making decisions or forming opinions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to accurately analyze information to determine credibility and sort fact from opinion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to interpret information.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to present decisions and solutions to others.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

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EMPLOYABILITY SKILLS ASSESSMENT

Diversity, Equity, Inclusion and Accessibility (DEIA) (3 of 8)

Promote and implement fair treatment, access, opportunities, and resources to eliminate barriers, create a sense of belonging, and engage individuals holding different identities, lived experiences, and perspectives.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to advocate for inclusive, equitable, and accessible practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to understand and address systems of privilege.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to know how cultural differences manifest in various contexts.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to be aware of the impact of global events and issues.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to address behaviors that explicitly or subtly create perceptions that certain groups are not welcome.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to understand that individuals have multiple and intersecting identities, lived experiences, and perspectives and are not solely defined by any one of these.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

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EMPLOYABILITY SKILLS ASSESSMENT

Teamwork (4 of 8)

Build and maintain collaborative relationships to work effectively towards common goals, while appreciating diverse viewpoints and shared responsibilities.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to work collaboratively with people who may share similar or different identities, experiences, and beliefs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to successfully navigate conflict within a group.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to hold both self and team members accountable.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to foster appropriate relationships with team members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to accept constructive criticism from team members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to provide constructive criticism to team members.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to work with team members to find and reach compromises.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

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EMPLOYABILITY SKILLS ASSESSMENT

Leadership (5 of 8)

Appreciate the varied skillsets of your team and inspire engagement towards a shared vision/goal.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to know the specific skill sets of team members and delegate tasks in accordance with strengths and areas of improvement.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to actively engage and motivate others to work towards a shared vision/goal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to act in an ethical manner regardless of whether or not anyone else will know.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to build support for ideas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to make an impact through actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to influence change/action.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

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EMPLOYABILITY SKILLS ASSESSMENT

Program & Project Management (6 of 8)

Plan and implement all aspects of a program/project.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to plan, organize, and prioritize work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to identify program/project goals, objectives, and/or outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to accurately determine whether a program/project met the intended goals, objectives, and/or outcomes.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to understand the full scope of a program/project and outline the tasks necessary for completion.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to identify program/project stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to proactively identify areas of potential risk.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to troubleshoot unexpected scenarios.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to integrate principles of diversity, equity, inclusion and accessibility into programs/projects.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

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EMPLOYABILITY SKILLS ASSESSMENT

Information Management (7 of 8)

Understand and leverage technologies to appropriately collect, store, and share data.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to quickly learn/adapt to new technologies.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to collect information and data appropriately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to store information and data appropriately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to share information and data appropriately.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					

Personal Growth & Development (8 of 8)

Proactively develop and advocate for oneself through continual personal and professional learning.

	Expert People look to me to teach this skill	Advanced I am above average at this skill	Competent I do this pretty well	Developing I am improving in this area	Beginner I am just now beginning to acquire this skill	Not Applicable I have not yet acquired this skill
Evaluate the ability to contribute to inclusive and equitable practices.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to be aware of personal identities, experiences, beliefs, values, and biases and how they might impact decisions and actions.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to understand different professional and social contexts, and practice appropriate behavior, attire, and other manners according to the environment.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to balance work/school/life responsibilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to articulate employability skills gained from participation in campus activities beyond the classroom.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Evaluate the ability to self-advocate.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Please provide an example of when this skill was put into practice.	<input type="text"/>					