



Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization.

Sample Behaviors

- Understand the importance of and demonstrate verbal, written, and non-verbal/body language, abilities.
- Employ active listening, persuasion, and influencing skills
- Communicate in a clear and organized manner so that others can effectively understand.
- Frame communication with respect to diversity of learning styles, varied individual communication abilities, and cultural differences.
- Ask appropriate questions for specific information from supervisors, specialists, and others.
- Promptly inform relevant others when needing guidance with assigned tasks.

What Is Career Readiness?

Career readiness is a foundation from which to demonstrate requisite core competencies that broadly prepare the college educated for success in the workplace and lifelong career management.



National Association of Colleges and Employers

Advancing college talent together

Established in 1956, the National Association of Colleges and Employers (NACE) is the leading source of information on the employment of the college educated.

In carrying out its mission — to empower the community of talent acquisition and higher education professionals focused on the development and employment of college-educated talent by advancing equitable, evidence-based practices; creating leading content, research, and professional development opportunities; and enabling robust professional networks, while serving as the voice for the profession — NACE connects nearly 17,000 college career services professionals, university relations and recruiting professionals, and the business solution providers that serve this community.

For more information on how NACE supports the career services and college recruiting field, **visit www.nacweb.org/membership**.



For more information on this initiative,
visit nacweb.org/career-readiness-competencies.