



## Professionalism

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

### Sample Behaviors

- Act equitably with integrity and accountability to self, others, and the organization.
- Maintain a positive personal brand in alignment with organization and personal career values.
- Be present and prepared.
- Demonstrate dependability (e.g., report consistently for work or meetings).
- Prioritize and complete tasks to accomplish organizational goals.
- Consistently meet or exceed goals and expectations.
- Have an attention to detail, resulting in few if any errors in their work.
- Show a high level of dedication toward doing a good job.

### 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](http://www.nacweb.org/membership)**.



For more information on this initiative,  
**visit [nacweb.org/career-readiness-competencies](http://nacweb.org/career-readiness-competencies)**.