

# Career Readiness Report

## *Guidelines for Promoting Strengths & Skills Development*

SkillSurvey Career Readiness™ at SUNY Oswego



## 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

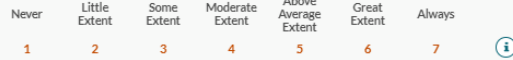
Evaluators

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

Completed  
06/16/2020

Worked Together  
05/2020 - Present

Career Readiness Level



Overall Career Readiness Level



Professionalism / Work Ethic



Professionalism / Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

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.

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



Oral / Written Communications



Digital Technology



# 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.

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evan.evaluator@mailinator.com  
555-555-5555

Completed  
06/16/2020

Worked Together  
05/2020 - Present

Manager  
Non Manager  
Non Manager

### Career Readiness Level

Never 1 Little Extent 2 Some Extent 3 Moderate Extent 4 Above Average Extent 5 Great Extent 6 Always 7

Overall Career Readiness Level



### Professionalism / Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working responsibly, and being able to learn from their mistakes.

Have an attention to detail, resulting in few if any errors in work or meetings.

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.

Oral / Written Communications

Digital Technology

Professionalism / Work Ethic

Oral / Written Communications

Digital Technology

Professionalism / Work Ethic

Oral / Written Communications

Digital Technology



## Overall Career Readiness Level & Evaluator Info



Internship/Co-op Site  
Evaluator(s) 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

Evaluator/Self Overall Ratings  
on a 1 (never) – 7 (always)  
Likert Scale



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Work Experience: Internship

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Evaluators

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Manager, Business Partnerships  
evan.evaluator@babson.com  
555-555-5555

Completed  
06/16/2020

Worked Together  
05/2020 - Present

Career Readiness Level

Overall Career Readiness  
Level

Behaviors Mapped to  
NACE Competencies

Professionalism / Work Ethic

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

Oral / Written  
Communications

Digital Technology

Professionalism / Work Ethic

Demonstrate personal  
accountability and effective work  
habits, e.g., punctuality, working  
productively with others, and time  
workload management, and  
understand the impact of non-  
verbal communication on  
professional work image. The  
individual demonstrates integrity  
and ethical behavior, acts  
responsibly with the interests of  
the larger community in mind, and  
is able to learn from their mistakes.

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.

- ✓ Review & understand the NACE Career Readiness Competencies
- ✓ Check each question individually and explore gaps between the evaluator ratings & the self-assessment ratings
- ✓ Decide what areas are strong and where growth is needed



## 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

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
1	Critical Thinking/Problem Solving	1 Global/Intercultural Fluency	1 Career Management tie	1 Oral/Written Communications
2	Teamwork/Collaboration	2 Teamwork/Collaboration	1 Global/Intercultural Fluency tie	2 Professionalism/Work Ethic
3	Professionalism/Work Ethic	3 Professionalism/Work Ethic	1 Teamwork/Collaboration tie	3 Global/Intercultural Fluency
4	Oral/Written Communications	4 Digital Technology	4 Oral/Written Communications	4 Career Management tie
5	Leadership	5 Career Management	5 Digital Technology	4 Teamwork/Collaboration tie
6	Digital Technology	6 Leadership	6 Leadership	6 Critical Thinking/Problem Solving
7	Career Management	7 Oral/Written Communications	7 Critical Thinking/Problem Solving	7 Digital Technology tie
8	Global/Intercultural Fluency	8 Critical Thinking/Problem Solving	8 Professionalism/Work Ethic	7 Leadership tie

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

## Recommendations

Click here for more suggestions

- Showcase your strengths in your resume & LinkedIn profile
- Enroll in a course to strengthen competencies
- Seek out networking opportunities in the future



# Evaluator Open-ended Feedback

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



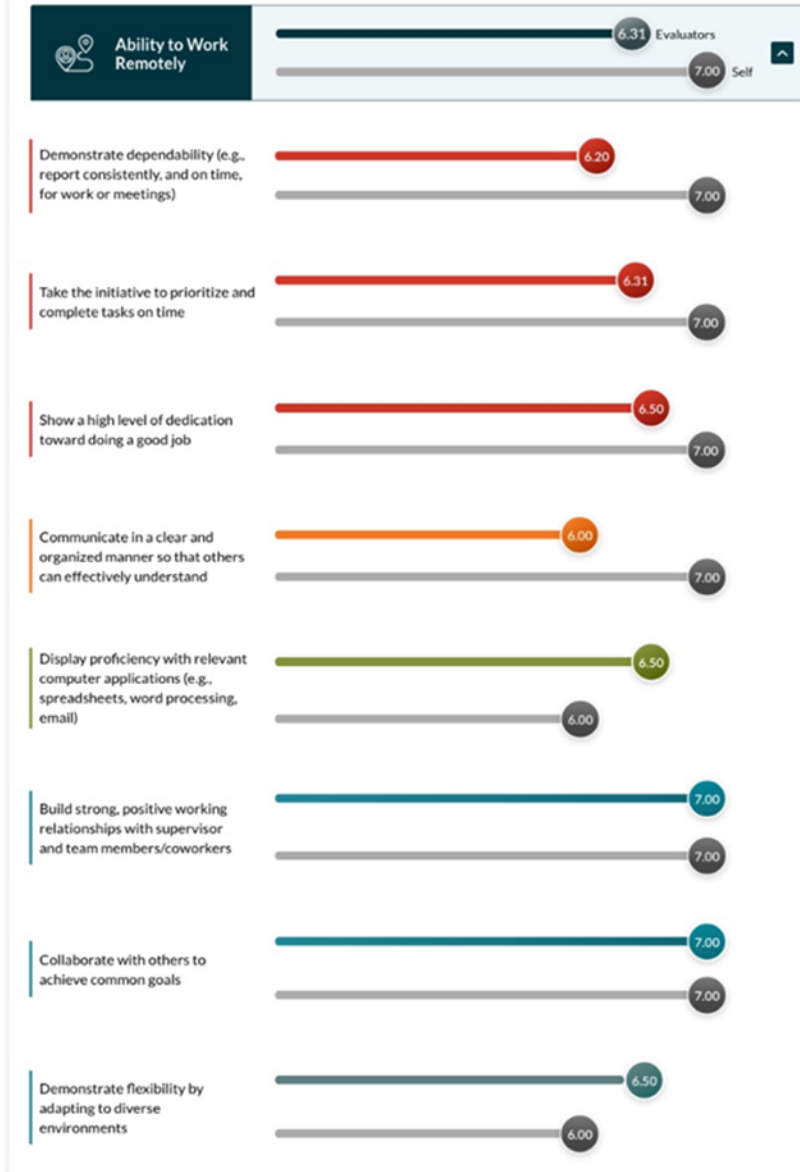
Is there a comment that can help tell a story to illustrate skills?



Find direction to help learn from a mistake, seek opportunities, or further improve a strength



Identify future networking opportunities or evaluators who might serve as a reference



**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 ⓘ

1<sup>st</sup>-20<sup>th</sup> 21<sup>st</sup>-40<sup>th</sup> 41<sup>st</sup>-60<sup>th</sup> 61<sup>st</sup>-80<sup>th</sup> 81<sup>st</sup>-99<sup>th</sup>

A 41<sup>st</sup> 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.

	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/Problem Solving	1 Global/Intercultural Fluency	1 Career Management (tie)	1 Oral/Written Communications
	2 Teamwork/Collaboration	2 Teamwork/Collaboration	1 Global/Intercultural Fluency (tie)	2 Professionalism/Work Ethic
	3 Professionalism/Work Ethic	3 Professionalism/Work Ethic	1 Teamwork/Collaboration (tie)	3 Global/Intercultural Fluency
	4 Oral/Written Communications	4 Digital Technology	4 Oral/Written Communications	4 Career Management (tie)
	5 Leadership	5 Career Management	5 Digital Technology	4 Teamwork/Collaboration (tie)
	6 Digital Technology	6 Leadership	6 Leadership	6 Critical Thinking/Problem Solving
	7 Career Management	7 Oral/Written Communications	7 Critical Thinking/Problem Solving	7 Digital Technology (tie)
Lowest	8 Global/Intercultural Fluency	8 Critical Thinking/Problem Solving	8 Professionalism/Work Ethic	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 The student intern met all position and company expectations Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree

Evaluators	Response
 JD Manager (Supervisor, Boss)	Strongly Agree

- 2 The internship/co-op Site Verification form was clearly worded and easy to complete Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree

Evaluators	Response
 JD Manager (Supervisor, Boss)	Agree

### Additional Questions for Students

- 1 The tasks and responsibilities I was given helped me meet all of my learning objectives that I developed in my learning agreement Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree

Strongly Agree

- 2 I had clear directions, orientation, and training on my daily responsibilities Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree

Strongly Agree

- 3 I was supported and mentored by my Site Supervisor (i.e. my questions were answered when needed and my Site Supervisor was consistently available) Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree

Strongly Agree

- 4 I would recommend this internship to others Strongly Disagree, Disagree, Neither Agree nor Disagree, Agree, Strongly Agree

Strongly Agree

SUNY Oswego continuously strives to improve



Individually review institution program specific questions and comments



## Attain Valuable Information



<b>Ed Evaluator</b> 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 <a href="#">show more</a>
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#### How Do I Compare

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1 Critical Thinking/Problem Solving	1 Global/Intercultural Fluency	1 Career Readiness	1 Oral/Written Communications
2 Teamwork/Collaboration	2 Teamwork/Collaboration	1 Global/Intercultural Fluency	2 Professionalism/Work Ethic
3 Professionalism/Work Ethic	3 Professionalism/Work Ethic	1 Teamwork/Collaboration	3 Global/Intercultural Fluency

## SUNY Oswego's Recommendations

#### Recommendations

- Enroll in a course should you need additional Career Readiness preparation
  - SUNY Oswego EXCEL offers many sections of GST 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
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- Make improvements based on evaluator comments and strengthen your next internship, co-op or job!

SkillsSurvey launched the Career Readiness Project to help students recognize their competence in relation to the behaviors needed to succeed in the workplace as defined by decades of behavioral science research, and NACE (National Association of Colleges and Employers), their member institutions and employers as part of its Career Readiness Initiative. The Career Readiness Report is designed to give students an upper hand by providing feedback on how "career ready" they are, along with insight on how their work-related competence compares to that of other students as well as to actual job candidates in similar roles. To learn more, visit [www.skillsurvey.com](http://www.skillsurvey.com)

Powered by SKILLSURVEY



Take advantage of suggestions from advocates at SUNY Oswego



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



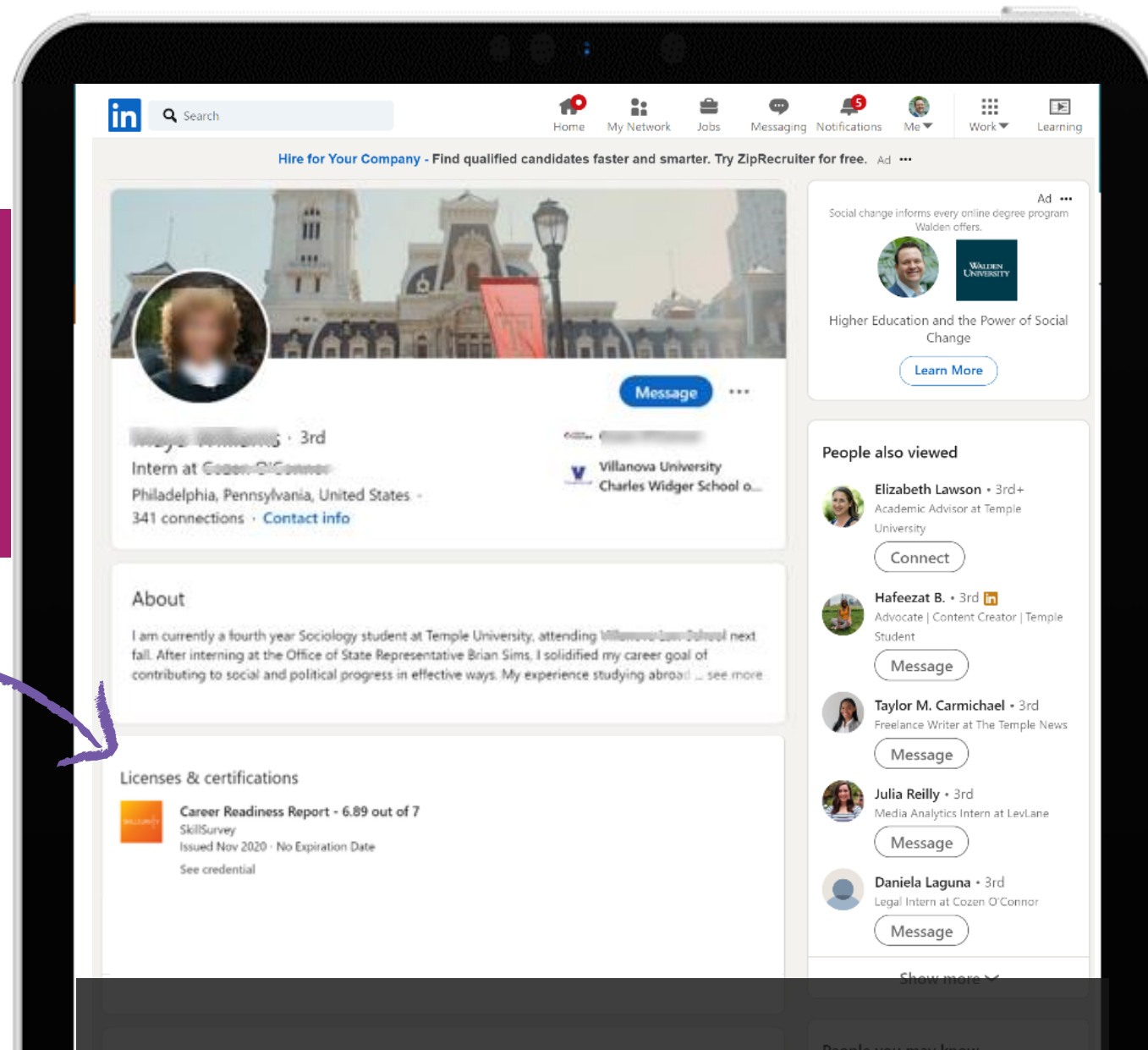
Gain transferable skills and workplace competencies that employers desire through SUNY Oswego's GST 101 Professional Skills Preparatory Course



## Maximize Potential

# Career Readiness Evidence

✓ Student from Temple University's Career Readiness Report



# How to add the Career Readiness Report on



Sue Student  
Student at SUNY Oswego  
United States · [Contact info](#)

[Open to](#) [Add profile section](#) [More...](#)

Show recruiters who can see your profile  
[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/assessment/CareerReadinessReport/CareerReadinessReport?candidateId=tDwc8Jt>

[Save](#)

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



# Questions on the Career Readiness Report? Need a copy of the report?

Contact:

**Sheila Cooley, Associate Director**

EXCEL: Experiential Courses and Engaged Learning

[sheila.cooley@oswego.edu](mailto:sheila.cooley@oswego.edu)

[Make an appointment](#)

