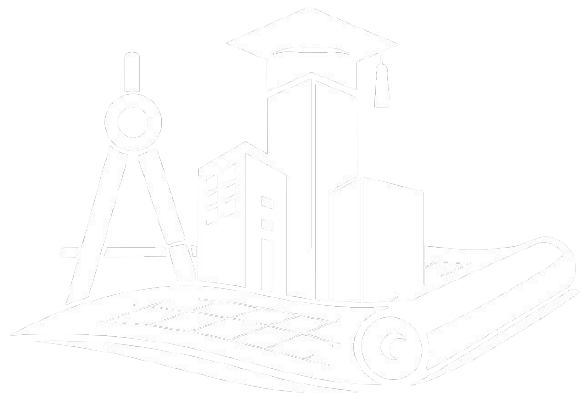




INTERNSHIP
ARCHITECTS



INTERNSHIP ARCHITECTS

Every great future
begins with a **blueprint.**



Student Blueprint:

**Building a Career Foundation:
Career Readiness
Competencies**

Career Readiness



Did you ever wonder or ask?

What are employers looking for when reading a resume?

Is experience the only thing employers consider?

How do I get experience when everyone wants experience before hiring me?

What do employers really want?

Career Readiness



The Answers Are:

Q: What are employers looking for when reading a resume?

A: They want to know the skills you have not just the experiences and degrees you have.

Q: Is experience the only thing employers consider?

A: No, but it's important! The secret is experience can be most anything (class projects, jobs, sports or clubs, etc.) However, skills are most important, and experience is next most important. Thus, doing internships is crucial.

Career Readiness



The Answers Are:

Q: How do I get experience when everyone wants experience?

A: INTERNSHIPS! Internships are becoming more important for both students and employers. Allows the intern to gain skills and experience and for employers an internship is a months-long interview.

Q: What do employers want?

A: Career Readiness Competencies

Career Readiness



WHAT DO EMPLOYERS WANT?

What do you think employers want? If you know, you can show them you have what they want.

Time to start brainstorming to see if you can identify what employers want.



Career Readiness



WHAT DO EMPLOYERS WANT?

Complete the brainstorm activity-Employer Wants. List as many skills, traits, competencies that you think employers are looking for when hiring for internships or entry level positions.

Open the Employer Wants brainstorm activity and record your answers there.

Career Readiness



WHAT DO EMPLOYERS WANT?

What did you list during your brainstorming? Do you have a long or short list?

- Others wanted to know this too, so they asked employers.



Career Readiness



CAREER READINESS COMPETENCIES

Research has been done by the National Association of Colleges and Employers (NACE).

- Surveying hundreds of employers who hire for internships and entry level positions.
 - Tallied results and categorized into 8 competencies
 - Defined each competency
 - Provided sample behaviors
-

Career Readiness



CAREER READINESS COMPETENCIES

A **competency** is a broad cluster of knowledge, behaviors, and skills that enables someone to perform a job successfully

A **skill** is a single, specific, and learned ability.

In short, skills show what a person can do, whereas competencies show how well they apply those abilities in real situations.

Career Readiness



CAREER READINESS COMPETENCIES

And the NACE 8 Career Readiness Competencies and definitions include:

Source: National Association of Colleges and Employers (NACE), Career Readiness Competencies. Reprinted courtesy of the National Association of Colleges and Employers.

NACE 8 CAREER READINESS COMPETENCIES

These competencies represent the foundation of career readiness and are essential for a successful transition from college to career and for long-term professional success.

1



CRITICAL THINKING

Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information.

2



COMMUNICATION

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

3



TEAMWORK

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

4



TECHNOLOGY

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

5



PROFESSIONALISM

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

6



CAREER & SELF-DEVELOPMENT

Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.

7



LEADERSHIP

Recognize and capitalize on personal and team strengths to achieve organizational goals.

8



EQUITY & INCLUSION

Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different cultures and backgrounds. Engage in anti-oppressive practices that actively challenge the systems, structures, and policies of racism and inequity.





Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information



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



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



Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities



Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals



Leadership: Recognize and capitalize on personal and team strengths to achieve organizational goals

Career & Self Development: Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization



Equity & Inclusion: Demonstrate the awareness, attitude, knowledge, and skills required to equitably engage and include people from different local and global cultures. Engage in anti-oppressive practices that actively challenge the systems, structures and policies of racism and inequity

Career Readiness



CAREER READINESS COMPETENCIES

From our experience with employers, Internship Architects is going to encourage you to focus on five competencies:

- Critical Thinking
 - Communication
 - Teamwork
 - Technology
 - Professionalism
-



Critical Thinking: Identify and respond to needs based upon an understanding of situational context and logical analysis of relevant information



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

Career Readiness Competencies



Professionalism: Knowing work environments different greatly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace



INTERNSHIP
ARCHITECTS



Teamwork: Build and maintain collaborative relationships to work effectively toward common goals, while appreciating diverse viewpoints and shared responsibilities



Technology: Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals

Check out these job
postings!



Upstate New York Spring 2027 & Summer 2027 Accounting Internship

The Bonadio Group • Albany, NY

- Active enrollment in an accredited bachelor's or master's in accounting program
- Coursework that supports progress toward the requirements for CPA eligibility
- Strong written and verbal communication skills
- Excellent organizational and analytical abilities
- Attention to detail and commitment to accuracy
- Ability to thrive in a collaborative, fast-paced environment
- Proficiency with Microsoft Office applications
- Passion for client service and continuous learning



Foster Youth Internship

The State University of New York • Albany, NY

Required Qualifications:

- Current undergraduate or graduate student enrolled at a SUNY institution.
- Interest or experience in foster care policy.
- Proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint, Access).
- Excellent oral and written communication skills with professional telephone etiquette.
- Highly organized and capable of managing multiple projects.
- Able to work independently and collaboratively with internal and external constituents.

Do you see the
Career
Readiness
Competencies?



Student Assistant (Undergraduate)

NYS Division of Homeland Security & Emergency Services • Latham, NY (On-site)

Preferred Skills

- Ability to work independently;
- Attention to detail;
- Experience with Microsoft Word/Excel/PowerPoint;
- Strong research and analytical skills;
- Excellent verbal/written communication.

And more postings!



EHS Co-Op, Spring 2027

Precision Castparts • Niskayuna, NY (On-site)

Required Skills

- Strong problem solving skills.
- Ability to successfully communicate safety policies to employees.
- Ability to collaborate well with multiple departments.
- Excellent written and verbal communication skills.

Thus, it must be true, the competencies are what employers want!

Career Readiness



NOW WHAT?

- Since you know what employers want (critical thinking, communication, teamwork, technology and professionalism), you have to identify your abilities with these essential career readiness competencies
- You have used these competencies over and over!
- To help you identify your ability, go through the Sample Behavior Checklist to identify times when you have used the competencies



Career Readiness



SAMPLE BEHAVIORS

You need to realize you have exhibited these career readiness competencies. To help you identify times when you have exhibited behaviors that align with the career readiness competencies, NACE put together a list of sample behaviors.

Complete the Sample Behaviors Checklist.



Career Readiness



SAMPLE BEHAVIORS

How many behaviors did you check off?

Did this help you identify that you have ability in each of these competencies?

Which competency had the most checked off behaviors?



Career Readiness



COMPETENCY ACTIVITY

Now it's time to really think about yourself and your abilities. If employers want these skills, you need to show you have these skills.

- Start thinking about all the places you use these competencies: work, school, sports, clubs, volunteer/community service activities, life
- Use the sample behavior checklist to help you brainstorm



Career Readiness



COMPETENCY ACTIVITY

Next, complete the Competency Activity. Three Steps.

1. Number the competencies from your strongest (1) to your weakest (5)
2. List a specific example of a time you utilized that competency. Make it a SPECIFIC time. Telling the story really demonstrates your proficiency.
3. List ways you could improve in each competency. Think courses you could take, etc.



Career Readiness



COMPETENCY ACTIVITY

An example: A specific time:

~~NOT: Being a lifeguard requires me to think critically.~~

YES: Critical thinking: As a lifeguard there was one particular rescue I initiated. What seemed at first like a child having fun splashing about, upon further analysis of the situation led me to believe he was in distress. I noticed a different pitch to his shouts and the splashing was abating some as he seemed weakened. I followed the protocols and got other guards on deck and got him out of the water. Then assessed his physical condition and realized he was having an allergic reaction to a bee sting.

.....

Career Readiness



COMPETENCY ACTIVITY

An example: How to improve:

~~NOT: Pay attention more in classes.~~

YES: For my senior capstone project, I will review the data and make three recommendations to my group.



Career Readiness



COMPETENCY ACTIVITY

Complete the Competency Activity. Three Steps.

1. Number the competencies from your strongest (1) to your weakest (5)
2. List a specific example of a time you utilized that competency. Make it a SPECIFIC time. Telling the story really demonstrates your proficiency.
 - a. Bonus points if you use the STAR interview answer format
3. List ways you could improve in each competency. Think courses you could take, etc.

If you don't know what a STAR interview answer format is, see Internship Architects Interviews: Question Answering course

Career Readiness



COMPETENCY ACTIVITY

How easy or hard was it to rank and provide examples of each of the competencies? For which competency were you able to come up with the best example?

What is your strongest competency? Why do you think that is?

How can you share this with employers?



Career Readiness



COMPETENCY ACTIVITY

Be sure to keep a copy of this activity. You will refer back to it in the future when writing your resume or preparing for interviews.

This activity will help you throughout the search process and we will refer to the career readiness competencies frequently in Internship Architects courses.



Career Readiness



Implementation

Now that you:

1. Know what employers are looking for
2. Have identified your abilities with each competency
3. Have examples

Now you have to learn how to **articulate** your proficiency and ability with each competency.

It's what employers want, tell them you have it.

Career Readiness



Implementation

You have to provide your competency abilities to employers.

WHERE?

HOW?

Where or how do you tell employers that you have these essential skills?



Career Readiness

IMPLEMENTATION

You do so through any interactions with potential employers. Including:

- Resumes
- Cover letters
- LinkedIn profiles
- Elevator pitches
- Interviews
- Portfolios
- Any time!



Career Readiness



THE FORMULA FOR SUCCESS

WHAT EMPLOYERS WANT



Employers are looking for candidates who can solve problems, communicate effectively, work well with others, and contribute professionally from day one.



CAREER READINESS COMPETENCIES



CRITICAL THINKING



COMMUNICATION



TEAMWORK



TECHNOLOGY



PROFESSIONALISM



CAREER & SELF-DEVELOPMENT



LEADERSHIP



EQUITY & INCLUSION

These competencies are the foundation of career readiness and demonstrate the skills employers value across every industry.



YOUR CAREER MATERIALS



When you align what employers want with the right competencies, your career materials stand out and open doors to exciting opportunities.



UNDERSTAND
what employers want.



BUILD
your competencies.



CREATE
career materials that get results.

Career Readiness



- You have the formula for success.
- Learn to articulate your abilities with these competencies
- Put this knowledge in your career toolbox
- The rest of Internship Architects' courses will build on this knowledge.



Career Readiness



REFLECTION and LESSON COMPLETION

1. Complete the Reflection and Action Steps.
2. Take the quiz to complete this course and move on to the next course.

Thank you for using Internship Architects' blueprints.

**Every great future
begins with a **blueprint**.**

Career Readiness Competencies, Definitions and icons sourced from the

National Association of Colleges and Employers. (2024). *Career readiness defined*.

Definitions and icons for the Career Readiness Competencies sourced from

National Association of Colleges and Employers. (2024). *Career readiness defined.*