

COMPETENCY INVENTORY GUIDE

This inventory is designed to help supervisors identify how student employees already develop career-readiness competencies in their day-to-day work. Rather than creating new responsibilities, use this guide to reflect on existing job duties and determine which competencies are naturally demonstrated through the position. As you review each competency, consider the tasks, projects, and interactions that already occur within the role. The goal is to recognize and articulate the valuable skill development already underway.



Professionalism

Act with integrity, demonstrate dependability, achieve goals



Teamwork

Build relationships for collaboration, respect diverse perspectives, and integrate strengths



Technology

Leverage technology, adapt to new technologies, use technology ethically



Career Center

UNIVERSITY OF SOUTH CAROLINA





Career & Self-Development

Awareness of strengths and challenges, professional development, networking



Communication

Oral, written, non-verbal, active listening



Critical Thinking

Display situational awareness, gather & analyze data, make effective & fair decisions



Leadership

Inspire, persuade & motivate, engage various resources & seek feedback, facilitate group dynamic

Notes
