

# COMPETENCY MATRIX

Preparing Graduates  
for Workplace Success



IREX Industry Advisory Board Higher Education Workforce Development Working Group

## Checklist of Transferable Skills



### COMMUNICATION SKILLS

Speaking and writing clearly and effectively with a range of audiences, active listening, delivering clear messages to intended audience, presenting information in a professional manner

- ☐ listening
- ☐ speaking clearly
- ☐ writing effectively
- ☐ showing confidence
- ☐ public speaking
- ☐ providing feedback
- ☐ receiving feedback
- ☐ persuading
- ☐ convincing
- ☐ acknowledging others
- ☐ precision



### ETHICS IN THE WORKPLACE

Serving with integrity, respecting others, promoting a respectful, inclusive work culture/treating others fairly

- ☐ respecting others
- ☐ promoting inclusion
- ☐ exercising moral conduct
- ☐ engaging with diverse audiences
- ☐ showing impartiality
- ☐ completing tasks in timely manner
- ☐ following through
- ☐ open-minded



### ACQUIRING KNOWLEDGE

Ability to act on the need for acquiring additional knowledge and locate, evaluate, integrate, and apply this knowledge appropriately and creatively

- ☐ taking initiative
- ☐ brainstorming
- ☐ observing
- ☐ reasoning
- ☐ evaluating
- ☐ integrating and applying knowledge



### TEAMWORK

Ability to function effectively on teams and collaborate with others (includes positive attitude, building consensus, recognizing strengths of each team member, leading and supporting others, service orientation)

- ☐ collaborating
- ☐ sharing ideas
- ☐ giving constructive feedback
- ☐ cooperating
- ☐ practicing conflict resolution
- ☐ persuading
- ☐ influencing
- ☐ organizing
- ☐ contributing



### CRITICAL THINKING/PROBLEM SOLVING

Defining a problem, gathering data from different dependable sources, considering different viewpoints, developing and testing a hypothesis, approaching the problem from a place of curiosity, working toward a positive resolution

- ☐ anticipating a problem
- ☐ defining a problem
- ☐ gathering data
- ☐ considering causes
- ☐ considering solutions
- ☐ exercising logical reasoning
- ☐ evaluating solutions
- ☐ persisting to find solutions



### DIGITAL TECHNOLOGY

Ability to adapt to changes in technology, navigate and apply different digital technologies to make decisions and solve problems, evaluate quality and credibility of online information

- ☐ navigating digital technologies
- ☐ adapting to tech change
- ☐ using technology to aid in solving problems and completing tasks
- ☐ designing
- ☐ programming
- ☐ analyzing



### MANAGING TIME AND PRIORITIES

Organizing time effectively and efficiently to meet priorities and goals; breaking projects into smaller parts when necessary; effectively balancing different priorities

- ☐ organizing time effectively
- ☐ breaking projects into smaller parts
- ☐ meeting deadlines
- ☐ prioritizing deadlines
- ☐ balancing short and long-term goals
- ☐ delegating
- ☐ keeping a to-do list



### RESILIENCE

Ability to persist in achieving goals, meeting deadlines, and adaptability to stress, working under pressure

- ☐ persisting to achieve goals
- ☐ meeting deadlines
- ☐ tolerating and adapting to stress
- ☐ working under pressure
- ☐ self-awareness
- ☐ mental agility
- ☐ ability to stay calm
- ☐ maintaining optimism

ABET Criteria

Frameworks referenced

Competencies Employers Seek in College Graduates, Michigan State University Career Services Career Readiness Competencies, National Association of Colleges and Employers IREX Youth Essential Skills

Materials inspired by Clemson University Center for Career and Professional Development and Clemson's NACE 2018 Presentation