

Chapman University strongly considers the following core competencies as key to the career readiness of our students. Their performance is measured using these competencies at the end of the internship when completing the Performance Evaluation Forms. There are sample behaviors to help with clarification. We ask that the Internship Site Supervisor review and agree to observe during the intern's work experience based on the [\(NACE\) 8 career core competencies](#) on career readiness listed below:

**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.

Sample behaviors:

- Show an awareness of own strengths and areas of development
- Display curiosity; seek out opportunities to learn
- Assume duties or positions that will help one progress professionally
- Voluntarily participate in further education, training, or other events to support one's career

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

Sample behaviors:

- Understand the importance of, and demonstrate verbal, written and non-verbal/body language, abilities
- Communicate in a clear and organized manner so that others can effectively understand
- Ask appropriate questions for specific information from supervisors, specialists, and others
- Promptly inform relevant others when needing guidance with assigned task

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

Sample behaviors:

- Make decisions and solve problems using sound, inclusive reasoning and judgement
- Gather and analyze information from a diverse set of sources and individuals to fully understand a problem
- Multi-task well in a fast-paced environment

**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-racist practices that actively challenge the systems, structures, and policies of racism.

Sample behaviors:

- Seek global cross-cultural interactions and experiences that enhance one's understanding of people from different demographic groups and that leads to personal growth
- Keep an open mind to diverse ideas and new ways of thinking
- Identify resources and eliminate barriers resulting from individual and systemic racism, inequities, and biases
- Demonstrate flexibility by adapting to diverse environments

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

Sample behaviors:

- Seek out and leverage diverse resources and feedback from others to inform direction
- Use innovative thinking to go beyond traditional methods
- Serve as a role model to others by approaching tasks with confidence and a positive attitude
- Motivate and inspire others by encouraging them and by building mutual trust

**Professionalism:** Knowing work environments differ greatly, understanding, and demonstrating effective work habits, and acting 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 the organization and personal career values

- Be present and prepared
- Demonstrate dependability (e.g., report consistently for work or meetings)

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

Sample behaviors:

- Listen carefully to others, taking time to understand and ask appropriate questions without interrupting
- Be accountable for individual and team responsibilities and deliverables
- Collaborate with others to achieve common goals
- Build strong, positive working relationships with supervisor and team members/coworkers

**Technology:** Understand and leverage technologies ethically to enhance efficiency, complete tasks, and accomplish goals.

Sample behaviors:

- Navigate change and be open to learning new technologies
- Use technology to improve efficiency and productivity of their work
- Quickly adapt to new or familiar technologies