



Career Planning Worksheet

Identify When & How You Can Develop *The Eagle Advantage*

Competency	Definition	Semester: _____	Semester: _____	Semester: _____
Adaptability	<ul style="list-style-type: none"> Recognize challenges as opportunities to improve. Take risks and understand that mistakes contribute to growth. Welcome constructive feedback and use it to strengthen your performance. Embrace a growth mindset approach that allows for action, reflection, failure, and resilience for lifelong learning and development. 			
Collaboration & Leadership	<ul style="list-style-type: none"> Build mutually beneficial relationships and achieve common goals by understanding, valuing, and leveraging the strengths of others. Take responsibility for your own role and contributions within a team. Organize, prioritize, and delegate work. Negotiate and manage conflict without compromising group objectives. 			
Communication	<ul style="list-style-type: none"> Effectively articulate thoughts and ideas to others in written and oral forms. Engage in dialogue that leads to productive outcomes. Understand the impact of nonverbal communication on professional work image. Use interpersonal skills to motivate and develop others. 			
Critical Thinking & Problem Solving	<ul style="list-style-type: none"> Exercise sound reasoning to independently analyze issues, identify options, formulate opinions, make decisions, and overcome problems. Demonstrate originality and inventiveness when identifying possible courses of action. Account for personal biases and recognize that there may be more than one valid point of view. 			
Digital Literacy & Technology	<ul style="list-style-type: none"> Leverage knowledge of information and communications technology to ethically and efficiently solve problems, complete tasks, and accomplish goals. Assess sources of information to determine legitimacy and suitability. Keep up with emerging technologies and adapt tools to new purposes. 			
Engaging Diversity	<ul style="list-style-type: none"> Cultivate awareness of your own identity and that of others through exploration of diversity, including: race, ethnicity, country of origin, ability, class, gender, age, spirituality, etc. Understand how culture affects perceptions, attitudes, values, and behaviors. Appreciate multiple perspectives and participate in society as a conscious global citizen. 			
Integrity & Accountability	<ul style="list-style-type: none"> Exhibit ethical behavior. Take ownership of your actions and learn from your mistakes. Act with the interests of the larger community in mind. Establish personal responsibility and effective work habits (e.g., punctuality, working productively with others, time/workload management). 			
Self-Management	<ul style="list-style-type: none"> Identify and articulate your interests, skills, values, and experiences. Explore and make decisions about educational and career options. Establish and take steps to execute a personal educational and career plan. Take the steps necessary to pursue opportunities. Manage your strengths, limitations, emotions, and biases in a variety of situations. Demonstrate the continual development of a positive personal brand. 			