

NAF COLLEGE & CAREER READINESS SKILLS











Over several years, NAF worked with leaders in the field and industry to select the skills required for student success in their post-secondary or career-regardless of career. Twenty-seven college and career ready (CCR) skills were selected and grouped into eight overall skill categories. The eight categories are represented in the left-hand column, with the specific skills in the middle-column, and definitions of the categories in the right-hand column. The skills are developed throughout the academy experience, but the eight skill categories are assessed by employer internship providers, following an internship experience.



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CCR Outcome Category	NAF CCR Skill as assessed in the Internship Assessment	Definition of Outcome
 Collaboration & Teamwork	<ul style="list-style-type: none"> Teamwork/ collaboration Ability to work with diverse individuals Knows how to interact with supervisors, clients, and teammates 	Builds effective collaborative working relationships with colleagues and customers; is able to work with diverse teams, contributing appropriately to the team effort; negotiates and manages conflict; learns from and works collaboratively with individuals representing diverse cultures, ethnicities, ages, gender, religions, lifestyles, and viewpoints; and uses technology to support collaboration.
 Communication	<ul style="list-style-type: none"> Listening and observation Oral communication Written communication 	Comprehends verbal, written, and visual information and instructions; listens effectively; observes non-verbal communication; articulates and presents ideas and information clearly and effectively both verbally and in written form; and uses technology appropriately for communication.
 Creativity & Innovation	<ul style="list-style-type: none"> Creativity and innovation 	Demonstrates originality and inventiveness in work; communicates new ideas to others; and integrates knowledge across different disciplines.
 Critical Thinking & Problem Solving	<ul style="list-style-type: none"> Critical thinking, problem formulation, and problem solving Precision and accuracy Systems thinking 	Demonstrates the following critical-thinking and problem-solving skills: exercises sound reasoning and analytical thinking; makes judgments and explains perspectives based on evidence and previous findings; uses knowledge, facts, and data to solve problems; and applies system thinking.
 Information Management	<ul style="list-style-type: none"> Locating, comprehending, and evaluating information Information technology application 	Is open to learning and demonstrates the following information gathering skills: seeks out and locates information; understands and organizes information; evaluates information for quality of content, validity, credibility, and relevance; and references sources of information appropriately.
 Initiative & Self Direction	<ul style="list-style-type: none"> Flexibility and adaptability Self-directed; takes initiative; resourceful Asks appropriate questions Aware of own abilities and performance Understands career opportunities/requirements in the industry or field overall Understands career opportunities/requirements in the specific occupational area related to the internship or student project 	Takes initiative and is able to work independently as needed; looks for the means to solve problems; actively seeks out new knowledge and skills; monitors his/her own learning needs; manages time effectively; learns from his/her mistakes; and seeks information about related career options and postsecondary training.
 Professionalism & Ethics	<ul style="list-style-type: none"> Ethical behavior Manages time effectively; punctual Takes responsibility for learning; seeks to learn Prioritizes tasks Persistent Brings tasks and projects to completion Exhibits responsible and professional behaviors as defined by the industry or field Understands the culture, etiquette, and practices of the workplace or the project client's organization and knows how to navigate the organization 	Manages time effectively; is punctual; takes responsibility; prioritizes tasks; persists in bringing projects to completion; demonstrates integrity and ethical behavior; and acts responsibly with others in mind.
 Quantitative Reasoning	<ul style="list-style-type: none"> Quantitative Reasoning 	Uses math and quantitative reasoning to describe, analyze, and solve problems; performs basic mathematical computations quickly and accurately; and understands how to use math and/or data to develop possible solutions.