# Looking for National Standards Resources?

## **See how JIST’s *Job Savvy* workbook aligns to the National Association of Colleges and Employers (NACE®) standards.**

## About Job Savvy’s Curriculum Mapping Guide

The Curriculum Mapping Guide correlates the goals and objectives of theNACE National Career Readiness standards ([http://www.naceweb.org/](http://www.naceweb.org/career-readiness/competencies/career-readiness-defined/)) to JIST’s *Job Savvy* workbook.

The resulting standards and benchmarks describe the instructional building blocks for a comprehensive curriculum. Consequently, instructors and students who use JIST’s *Job Savvy* workbookcan be assured that their program of study aligns with best practices in career readiness curriculum and training. These national standards delineate workplace and career knowledge and ability that people should acquire throughout their college education to emerge as independent adult members of the labor force, fully prepared to make wise career decisions for a lifetime of economic well-being.

In December 2014, the NACE Career Readiness Committee surveyed 606 representatives from organizations that hire through a university relations and recruiting effort. Since that time they have continued to grow the respondent pool, and in 2017 they added an eighth competency. Nearly 20 industries were represented in the initial respondent pool, but the greatest concentrations were in professional services consulting (includes accounting, engineering, law, computers, and advertising), with 21.5 percent of the pool; education (13 percent); organizations classified as “other manufacturing” (11.9 percent); and government organizations (8 percent).

NACE is the leading source of information on the employment of the college educated, and forecasts hiring and trends in the job market; tracks starting salaries, recruiting and hiring practices, and student attitudes and outcomes; and identifies best practices and benchmarks. The National Association of Colleges and Employers (NACE®) offers career readiness and career development core competencies. The career readiness resources are offered to support efforts in integrating career readiness into programs and services.

## *Career readiness is the attainment and demonstration of requisite competencies that broadly prepare college graduates for a successful transition into the workplace.*

NACE competencies provide for development of strategies and tactics that will close the gap between higher education and the world of work. They lay the foundation for the work necessary to prepare college students for successful entry into the workforce by:

• Providing a common vocabulary and framework to use when discussing career readiness metrics on campus, within employing organizations, and as part of national public policy.

• Establishing defined competencies as guidelines when educating and advising students.

• Establishing defined competencies to identify and assess when hiring the college educated.

## Model Curriculum Content Categories

• **Critical Thinking/Problem Solving:**Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

• **Oral/Written Communications:**Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

• **Teamwork/Collaboration:**Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict.

• **Digital Technology:** Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

• **Leadership:** Leverage the strengths of others to achieve common goals and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

• **Professionalism/Work Ethic:** Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

• **Career Management:** Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

• **Global/Intercultural Fluency:** Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

## Timely, accurate, and comprehensive courseware is

## essential to guide classroom education and extra-curricular learning, and to develop career readiness programs, materials, and tools.

# The *Job Savvy* workbook:

• Aligns with the NACE career readiness competencies.

• Offers educators a model that promotes job-ready education consistency, while supporting local customization.

• Helps teachers utilize the many curriculum resources available to them.

• Prepares students to achieve success by drawing from a number of academic areas pertinent

to career success, including soft skills and technical skills.

• Guides informal education outside the classroom and at home; postsecondary and adult

education; professional development for teachers, counselors and others; and other initiatives.

• Provides the most accurate, up-to-date information available.

# At-a-Glance National Standards Alignment Guide

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| Competency | Topics Covered | *Job Savvy* Chapters |
| Critical Thinking/ Problem Solving | Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness. | 8, 11 |
| Oral/Written Communications | Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively. | 5, 10 |
| Teamwork/ Collaboration | Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure and can negotiate and manage conflict. | 8, 9 |
| Digital Technology | Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies. | 1, 6 |
| Leadership | Leverage the strengths of others to achieve common goals; and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work. | 9 |
| Professionalism/ Work Ethic | Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes. | 2, 3, 4, 5, 12 |
| Career Management | Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals; and identify areas necessary for professional growth. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace. | 6, 7, 13 |
| Global/ Intercultural Fluency | Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences. | 1, 3, 9 |