

THE 10 CORE COMPETENCIES

Competencies are the knowledge, skills and attributes you can develop in every aspect of your life. As more and more employers focus on competencies in the hiring process, successful grads will be those who can recognize their competencies and market them effectively in their résumés and interviews.

By practicing reflection, you can link and transfer the competencies you've developed in the classroom to the workplace and understand the gaps between what you know and what you can become. This reflection process takes thought and time, but with practice, it will become easier and more effective.

UVic Co-op and Career has identified **10 core competencies** that are valued across all academic program areas and employer sectors. These core competencies align with the UVic Learning Outcomes being applied across campus, reflecting the important connection between academic study and the world of work.

Beyond the 10 core competencies, which are described in detail below, we have also identified a number of intercultural, program-specific and professional competencies that students can develop through work, academic and life experiences.

DESCRIPTION OF THE 10 CORE COMPETENCIES

(AND THEIR ALIGNMENT WITH UVIC LEARNING OUTCOMES)



PERSONAL MANAGEMENT

You understand yourself and are conscious of the implications of your interactions with others. You show this competency when you:

- + act with honesty, integrity and personal ethics
- + recognize your personal efforts and the efforts of others
- + acknowledge diverse opinions and accept differences
- + manage your personal health and emotional well-being
- + take responsibility and demonstrate resiliency and accountability for yourself
- + plan and manage your personal time, finances and other resources
- + assess, weigh and manage risk in the face of uncertainty
- + recognize your strengths and areas for improvement
- + adapt to new environments and cultures

This competency aligns with the following UVic Learning Outcomes:

Ethical and professional reasoning and action / Intercultural knowledge and sensitivity



COMMUNICATION

You're comfortable using a broad range of communication styles, and you choose appropriate, effective ways to communicate to different audiences in diverse situations. You show this competency when you:

- + communicate in a respectful tone and manner
- + listen actively and communicate effectively with others
- + write clearly and accurately in a variety of contexts and formats
- + listen and ask questions to understand other people's viewpoints
- + communicate issues in a timely manner
- + are aware of and responsive to verbal and non-verbal communication styles
- + recognize cultural differences in communication
- + use effective cross-cultural communication skills

This competency aligns with the following UVic Learning Outcomes:

Effective written, visual and oral communication / Intercultural knowledge and sensitivity



MANAGING INFORMATION

You're able to think critically and gather, sort, store and use information to turn data into knowledge. You show this competency when you:

- + research and interpret relevant information from a range of sources
- + review, retain and apply ideas
- + demonstrate numerical literacy
- + evaluate the validity and bias of information
- + use gathered data to draw conclusions or to create new sources of information that can be shared with others
- + document your sources of information
- + use appropriate technology to find and process information

This competency aligns with the following UVic Learning Outcomes:

Critical evaluation of qualitative and quantitative information / Critical management of information, including in digital environments / Numerical literacy



RESEARCH AND ANALYSIS

You use information from a variety of sources—including personal experience and your own observations—to identify and solve problems. You show this competency when you:

- + recognize the human, interpersonal and technical sides of a problem
- + access, analyze and apply knowledge and skills from various disciplines
- + think critically and strategically
- + apply knowledge and skills from past experiences to new situations
- + assess situations and identify problems
- + explore possible solutions in an innovative and creative way
- + evaluate solutions to make decisions

This competency aligns with the following UVic Learning Outcomes:

Critical, innovative and creative thinking / Critical evaluation of qualitative and quantitative information / Inquiry, analysis and problem solving



PROJECT AND TASK MANAGEMENT

You plan, implement, manage and measure projects and tasks in a timely and directed manner. You put this competency into practice when you:

- + plan and carry out projects with well-defined goals and outcomes
- + determine appropriate implementation strategies, tools and technologies
- + adapt to changing work priorities and workplace practices
- + use a range of assessment techniques to monitor a project or task
- + establish priorities to meet deadlines
- + carry out multiple tasks or projects at the same time

This competency aligns with the following UVic Learning Outcomes:

Inquiry, analysis and problem solving / Critical, innovative and creative thinking / Critical management of information, including in digital environments / Ethical and professional reasoning and action



TEAMWORK

You work cooperatively and collaboratively with others to achieve collective goals. You show this competency when you:

- + work within the dynamics of a group
- + show commitment to the team's purpose and goals
- + accept and provide feedback in a constructive and considerate way
- + share information and encourage others to do the same
- + support and motivate the group to perform at its best
- + recognize the role of conflict when appropriate
- + build professional relationships
- + show accountability to the team and follow through on your commitments
- + work effectively with different personalities across a variety of social and professional situations
- + consider diverse, intercultural perspectives and working styles

This competency aligns with the following UVic Learning Outcomes:

Collaboration and the ability to work in teams / Ethical and professional reasoning and action / Intercultural knowledge and sensitivity



COMMITMENT TO QUALITY

You take pride in your work and strive for excellence to achieve the best possible results. You show this competency when you:

- + look for opportunities to improve your work practices
- + generate ideas for improvement
- + pay attention to the quality of your work
- + persist when difficulties arise
- + try innovative ways to get things done
- + consider situations from new perspectives
- + evaluate work results for effectiveness

This competency aligns with the following UVic Learning Outcomes: *Ethical and professional reasoning and action*



PROFESSIONAL BEHAVIOUR

You use sound judgment to meet or exceed workplace guidelines, standards and expectations. You show this competency when you:

- + follow workplace policies (e.g., health and safety, equity, harassment and confidentiality)
- + recognize your rights and responsibilities
- + abide by UVic regulations and federal and provincial laws related to workplace policies and procedures
- + abide by and respect the standards of practice recognized in your field
- + take responsibility to understand and adapt to workplace culture

This competency aligns with the following UVic Learning Outcomes:

Ethical and professional reasoning and action / Informed civic engagement and understanding - from local to global



SOCIAL RESPONSIBILITY

You recognize how your beliefs, ethics and actions fit within the context of a greater community. You show this competency when you:

- + know your personal convictions and strive to put them into practice
- + accept responsibility for your own actions
- + show a respect for others' rights and diverse ideas
- + demonstrate personal, professional and academic honesty
- + choose ethical courses of action
- + contribute to your local, national and international community
- + build equitable relationships
- + consider the broader implications of your decisions
- + evaluate ethical aspects as part of decision making
- + act responsibly in accordance with sound principles of sustainability

This competency aligns with the following UVic Learning Outcomes:

Informed civic engagement and understanding - from local to global / Ethical and professional reasoning and action / Intercultural knowledge and sensitivity



CONTINUOUS LEARNING

You acquire and apply new knowledge and skills in all of your experiences. You show this competency when you:

- + set and pursue personal and educational goals
- + identify and access learning sources and opportunities
- + show a willingness to continuously learn and grow
- + learn from your mistakes and successes
- + seek and accept constructive feedback from others
- + stay current with techniques and technologies in your field

This competency aligns with the following UVic Learning Outcomes:

Life-long learning