## Determining Your Proficiency — Communication

Use the descriptions to determine your current and desired level of proficiency.

<table>
<thead>
<tr>
<th>Engagement</th>
<th>Communication</th>
<th>Collaboration</th>
<th>Leadership</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engaging in dialogue that leads to productive outcomes and points of connection by effectively articulating one’s self to individuals within and outside of one’s industry or area of expertise.</td>
<td>Developing authentic and mutually beneficial relationships by valuing everyone and taking responsibility for one’s role within a team.</td>
<td>Being able to recognize, respect, develop, and capitalize on the unique strengths of individuals from all backgrounds and being an active member in a group that achieves a shared vision.</td>
<td></td>
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### Level of Proficiency — Description

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| **Awareness**
theoretical knowledge | - Recognizes the benefits and limitations of different communication methods
- Understands the importance of listening and composing clear messages that include providing ideas and supporting information suitable to different audiences and purposes |
| **Basic**
limited experience | - Verifies understanding of others’ perspectives and considers impact of different communication methods
- Tailors communication to audience without losing sight of intended outcome |
| **Intermediate**
practical application | - Uses appropriate and emerging communication methods that foster dialogue and productive outcomes
- Adapts messages, supporting information, and materials to others’ learning styles, languages, cultural backgrounds, and levels of understanding |
| **Advanced**
extensive experience and application | - Creates comprehensive communication plans resulting in productive outcomes and points of connection
- Anticipates others’ reactions and prepares for questions and counter-arguments when presenting complex or sensitive information within and outside of one’s industry or area of expertise |
| **Expert**
recognized for mastery and attainment in all areas | - Models inclusive communication and assists others in developing strategic communication plans
- Seeks continual feedback to verify effectiveness and areas for improvement without being defensive |

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