



# CAREER READINESS COMMISSION

<https://anthrocareerready.net>

# How Proficient Are You? *Take the Quiz*

No matter degree or subfield, rate yourself on each skill to see your strengths and weaknesses.

Super  Fair  Poor

- Problem focus & prioritization
- Strategic planning
- Brainstorming, creativity & innovation
- Literature review
- Goal setting
- Obtaining permissions & consent
- Project or program design
- Developing a statement of work

## Project and Program Work

- Continuous/iterative learning
- Data management
- Analyzing quantitative data
- Analyzing qualitative data
- Change management techniques

- Developing protocols and procedures
- Project and program management
- Data collection, including surveys
- Organization and recordkeeping
- Creating and tracking metrics
- Working under pressure
- Meeting deadlines
- Budgeting

- Diagnosis
- Recommendations
- Evaluation

- Preservation/conservation
- Collection management/curation

## Technical Abilities

- Analytic software (SAS, Excel, NVivo, GIS)
- Videotaping and production
- Visual literacy and graphic arts

- Photography
- Laboratory skills
- Transit/total station use
- Creating site plans & maps

- Website development
- Programming
- Statistics

## Recognized Anthropology Skills

- Systems focus
- Taking an evolutionary perspective
- Constant comparison
- Triangulation
- Capturing/valuing insider (emic) perspective
- Adopting a holistic approach
- Knowledge of culture
- Cultural awareness/sensitivity
- Identifying meaning in artifacts and behavior
- Ethnography
- Listening
- Participant observation
- Interviewing
- Archival research
- Suspending judgment & assumptions
- Observation
- Surveying (Shovel test pits, surface, geophysical surveys)
- Analyzing ethnographic data & material evidence
- Archaeological excavation
- Taking field notes
- Oral history
- Crafting unbiased questions
- Curating & preserving artifacts

- Mentoring and coaching
- Training
- Leading teams
- Adaptation & flexibility
- Ethical leadership

- Being an effective team member
- Delegation
- Supervision and management
- Working with diverse populations
- Working across disciplines

## Working with Others

- Collaboration
- Partnering

- Consulting & client relations
- Holding effective meetings
- Effective, responsive reporting
- Policy making

- Facilitation
- Negotiation
- Mediation
- Conflict resolution

- Conversing in more than one language
- Representing your organization to others
- Publicizing & promoting
- Using plain, simple language
- Podcasting
- Public speaking

## Communication

- Recruiting
- Being interviewed
- Speaking to the media
- Writing for the public
- Posting on social media
- Technical writing

- Delivering presentations
- Answering questions on the fly
- Making robust arguments
- Creating training manuals
- Developing policy briefings

- Building rapport & trust
- Explaining anthropology
- Translating anthropological concepts
- Developing audience-specific presentations
- Using effective visuals