

# Career Readiness Skills

Employers look for the skills listed below when hiring new graduates. Use the descriptions as a reference to select which skills you feel you have developed. Meet with your academic advisor and faculty mentor to discuss classes to take or other opportunities to work on strengthening areas you are missing or need more experience in.

- **Career & Self-Development:** Proactively develop oneself and one's career through continual personal and professional learning, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships within and without one's organization.
- **Communication:** Clearly and effectively exchange information, ideas, facts, and perspectives with persons inside and outside of an organization. Additionally, demonstrate proficiency in expressing oneself clearly and competently, whether in your native or a foreign language.
- **Critical Thinking:** Identify and respond to needs based on an understanding of situational context and logical analysis of relevant information.
- **Adaptability:** Adapt and respond to new and changing situations.
- **Leadership:** Recognize and capitalize on personal and team strengths to achieve organizational goals.
- **Professionalism:** Know work environments differ significantly, understand and demonstrate effective work habits, and act in the interest of the larger community and workplace.
- **Teamwork:** Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.
- **Technology:** Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

Career Readiness Skills adapted from [naceweb.org](http://naceweb.org)