Career Readiness Skills Employers Want

Are you career ready? Employers look for graduates who know how to articulate their skills, talents, interests and strengths. The National Association of Colleges and Employers has identified **eight key career readiness competencies** that employers look for. Think about how you have developed these skills through your experiences at Oregon State and how you can demonstrate them in applications and interviewing.

Communication

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.
- Skills are developed through papers, presentations, group projects, through customer service and by asking clarifying questions.

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.
- Skills are developed through research papers/projects, group projects, service learning and action plans with specific steps to solve a problem.

Tip

- Test your career readiness with a Focus 2 'Am I Career Ready?' assessment. Access Focus 2 through career. oregonstate.edu.

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.
- Skills are developed through group projects where responsibility is shared and not divided, such as sports, team-oriented jobs, student organizations and by handling difficult conversations in person with respect.

Leadership

Leverage the strengths of others to achieve common goals and use interpersonal skills to influence, coach and develop others.

- The individual is able to assess and manage his or her own emotions and those of others, use empathetic skills to guide and motivate, and organize, prioritize and delegate work.
- Skills are developed through leadership roles in student organizations or group projects, fraternity and sorority life, and by taking initiative on additional job responsibilities.

Professionalism/Productivity

Demonstrate personal accountability and effective work habits (e.g., punctuality, working productively with others and time workload management) and understand the impact of nonverbal 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 mistakes.
- Skills are developed by completing assignments on time and using a calendar or planner to prioritize work/assignments.

Oregon State University

Career Management

Identify and articulate one's skills, strengths, knowledge and experiences relevant to the desired position 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.
- Skills are developed in career fairs, career development workshops and events, mock interviews and internships.

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 to understand individuals' differences.
- Skills are developed by attending campus events that encourage you to step outside your comfort zone, engaging in conversations with individuals who have different perspectives, participating in a study-abroad or volunteer experience to broaden your horizons.

Information Technology Application

Leverage current and emerging technologies ethically and efficiently to solve problems, complete tasks and accomplish goals.

- The individual demonstrates effective adaptability to new and emerging technologies.
- Developed in group projects, student organizations and course projects.