

Career Readiness Skills Employers Want

Are you ready
to **start your
career?**

Employers look for college grads who know how to articulate their skills, talents, interests and strengths. The National Association of Colleges and Employers (NACE) has identified **eight key career readiness competencies** that employers are looking for. Think about how you've developed these skills through your experiences at Oregon State, and how you can demonstrate them in applications and interviews.

Career & Self-Development

Proactively develop oneself through **continual personal and professional learning**, awareness of one's strengths and weaknesses, navigation of career opportunities, and networking to build relationships.

You show an awareness of your own strengths and areas for growth; you seek out opportunities to learn, develop plans for your future career, and maintain relationships with people who can help you professionally.



Ways to show this skill:

Attending career development workshops and events; completing professional education or training related to your field of study.

Communication

Clearly and effectively exchange information, ideas, facts, and perspectives with others both inside and outside of an organization.

You can communicate clearly and in **multiple ways**: verbally; via non-verbal cues and body language; and through writing and editing. You can also employ active listening skills, and you can communicate with respect to a diversity of learning styles, varied individual communication abilities, and cultural differences.



Ways to show this skill:

Completed papers, presentations, and group projects; customer service roles; and by asking clarifying questions.

Critical Thinking

Identify and respond to needs, based on an **understanding of situational content and logical analysis** of relevant information.

You can make decisions and solve problems using sound, inclusive **reasoning and judgement**; you gather information from a diverse set of sources to fully understand a problem; you can anticipate needs and prioritize action steps.



Ways to show this skill:

Share examples of anything that requires a plan with specific steps to solve a problem, such as research papers, projects, and service learning.

Leadership

Recognize and capitalize on personal and team **strengths** to achieve common goals.

You can **inspire, persuade and motivate** yourself and others under a shared vision; you use innovative thinking to go beyond traditional methods, and you serve as a role model by approaching tasks with confidence and a positive attitude.

Ways to show this skill:

Share examples of lead roles in organizations or class projects; take initiative on additional responsibilities in jobs, volunteer work or internships.

Equity & Inclusion

Demonstrate the awareness, attitude, knowledge and skills required to equitably engage and include people from different cultures. **Engage in anti-racist practices** that actively challenge the systems, structures, and policies of racism.

You can solicit and use feedback from multiple cultural perspectives to make inclusive and equity-minded decisions; you advocate for and actively contribute to inclusive and equitable practices that influence individual and systemic change; you **keep an open mind to diverse ideas** and new ways of thinking.

Ways to show this skill:

Seek out global or cross-cultural experiences, like study abroad or volunteer experiences that will broaden your perspective; engage in advocacy for inclusion and empowerment for historically marginalized communities.

Teamwork

Build and maintain **collaborative relationships** to work toward common goals, while appreciating diverse viewpoints and shared responsibilities.

You listen carefully to others, taking time to understand and ask questions without interrupting; you can effectively manage conflict, interact with and respect diverse personalities, and meet ambiguity with resilience. You know how to **compromise and collaborate**.



Ways to show this skill:

Group projects where responsibility is shared, sports, team-oriented jobs, and student organizations.

Professionalism

Knowing work environments differ greatly, understand and **demonstrate effective work habits**, and act in the interest of the larger community and workplace.

You act equitably, with integrity and accountability to yourself, others, and the organization; you **demonstrate dependability** and consistently meet or exceed expectations; you have good attention to detail and can complete tasks with few (if any) errors.

Ways to show this skill:

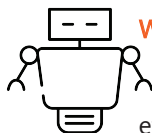


Share your successes in completing projects on time; talk about how you prioritize when juggling competing priorities and tasks.

Technology

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

You can **navigate change** and can **quickly adapt** to new or unfamiliar technologies; you can identify appropriate technology for tasks and use technology to achieve strategic goals.



Ways to show this skill:

Share examples of how you've learned new technologies, or used technology to improve efficiency in school or work projects.