ARE YOU CAREER READY?

CAREER/TRANSFERABLE SKILLS
EMPLOYERS LOOK FOR

COMMUNICATION

Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization.

Skill examples:
- Public speaking
- Customer service
- Active listening

Exercise sound reasoning to analyze issues, make decisions and overcome problems.

Skill examples:
- Overcome problems
- Make decisions
- Able to exercise sound reasoning/judgement

TEAM WORK/ COLLABORATION

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles and viewpoints.

Skill examples:
- Build working relationships with coworkers/public
- Able to work within a team structure
- Conflict resolution

LEADERSHIP

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

Skill examples:
- Leverage the strengths of others to achieve common goal
- Use of Strength Based skills to guide and motivate
- Prioritize, organize and delegate work

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.

Skill examples:
- Acts responsibly with the interest of the office in mind
- Demonstrates personal accountability & effective work habits
- Able to learn from his/her mistakes

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.

Skill examples:
- Understands and can take the necessary to pursue opportunities
- Understands how to self-advocate for opportunities in the workplace
- Able to navigate and explore job options

GLOBAL/INTER-CULTURAL FLUENCY

Value, respect and learn from diverse cultures, races, ages, genders, sexual orientations and religions.

Skill examples:
- Able to engage/interact with diverse cultures, races, ages and genders respectfully
- Multiculturalism
- Inclusion

INFORMATION TECHNOLOGY

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

Skill examples:
- Excel
- Microsoft Word
- Bulldog Connect