

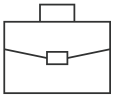
From College to Careers: Identify Your Soft-Skill Development

Prospective employers are looking for candidates who have developed relevant skills and personal qualities that add value to the work environment. Whether you have just begun your time as a college student or you are about to begin your job search, it is important to be aware of the soft skills you have developed and will continue to develop over time.

This process begins by reflecting on all of your experiences including: work experience, internships, academic work and co-curricular experiences. After you have evaluated your experiences, the next step is to come up with a plan on how you will continue to develop these skills.

Based on a survey conducted by the National Association of Colleges and Employers (NACE), below are the 8 personal qualities/skills employers seek:

- Professionalism/Work Ethic
- Oral/Written Communication
- Teamwork/Collaboration
- Digital Technology
- Leadership
- Global/Intercultural Fluency
- Critical Thinking/Problem Solving
- Career Management



PROFESSIONALISM/WORK ETHIC

- Demonstrate personal accountability and effective work habits
(e.g., *punctuality, working productively with others, and time/workload management*)
- Understand the impact of non-verbal communication on professional work image
- Demonstrate integrity and ethical behavior
- Act responsibly with the interests of the larger community in mind
- Able to learn from his/her mistakes



	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities (clubs, volunteering, etc.)
I have gained this skill through:			
I will continue to develop this skill by:			



ORAL/WRITTEN COMMUNICATION

- Articulate thoughts and ideas clearly and effectively in written and oral forms
- Public speaking skills
- Able to express ideas to others
- Can write/edit memos, letters, and complex technical reports

	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities (clubs, volunteering, etc.)
I have gained this skill through:			
I will continue to develop this skill by:			



LEADERSHIP

- Leverage the strengths of others to achieve common goals
- Use interpersonal skills to coach and develop others
- Assess and manage his/her emotions and those of others
- Use empathetic skills to guide and motivate others
- Organize, prioritize, and delegate work

	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities <i>(clubs, volunteering, etc.)</i>
I have gained this skill through:			
I will continue to develop this skill by:			



GLOBAL/INTERCULTURAL FLUENCY

- Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions
- Demonstrate openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences

	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities <i>(clubs, volunteering, etc.)</i>
I have gained this skill through:			
I will continue to develop this skill by:			



CRITICAL THINKING/PROBLEM SOLVING

- Analyze issues
- Make decisions
- Overcome problems
- Obtain, interpret, and use knowledge, facts, and data
- Demonstrate originality and inventiveness

	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities <i>(clubs, volunteering, etc.)</i>
I have gained this skill through:			
I will continue to develop this skill by:			



CAREER MANAGEMENT

- Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals
- Identify areas necessary for professional growth
- Navigate and explore job options; Understand and able to take the steps necessary to pursue opportunities
- Understand how to self-advocate for opportunities in the workplace

	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities <i>(clubs, volunteering, etc.)</i>
I have gained this skill through:			
I will continue to develop this skill by:			



TEAMWORK/COLLABORATION

- Build collaborative relationships with colleagues and customers
- Able to work within a team structure
- Can negotiate and manage conflict

	Work Experience/ Internship	Academic Coursework/Project	Co-Curricular Activities <i>(clubs, volunteering, etc.)</i>
I have gained this skill through:			
I will continue to develop this skill by:			



DIGITAL TECHNOLOGY

- Leverage existing digital technologies ethically and efficiently to solve problems
- Adaptable to new and emerging technologies
- Experience working with technology relevant to your career field

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I have gained this skill through:			
I will continue to develop this skill by:			