

## CAREER SKILLS *defined*

### CRITICAL THINKING



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



### COMMUNICATION



Articulate thoughts and ideas clearly and effectively to those within and external to the organization.



### TEAMWORK



Build collaborative relationships with peers and coworkers representing diverse backgrounds and perspectives.



### TECHNOLOGY



Utilize technology ethically and efficiently to solve problems, complete tasks, and achieve goals.



### LEADERSHIP



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



### PROFESSIONALISM



Demonstrate accountability and a good work ethic, e.g. teamwork, punctuality, time management, and effective communication skills.



### CAREER MANAGEMENT



Identify and put to practice one's strengths, knowledge, and experience relevant to a career goal or position, and pinpoint areas for growth.



### CULTURAL UNDERSTANDING



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



*Are you ready for your dream job?*

**Here are some opportunities to acquire these necessary career skills that will help you succeed in the workplace.**



- Academic projects
- Internships
- Workshops hosted by Career Services



- Student organizations
- Mock interviews
- Networking events



- Part-time jobs
- Student organizations
- Academic projects / group work



- Internships
- Coursework
- Social media
- Hire System



- Student organizations
- Volunteering
- Leadership Development programs



- Part-time jobs
- Internships, co-ops, student teaching
- Clinicals, fieldwork, apprenticeships
- Dress for Success events



- Major and Career exploration
- Workshops hosted by Career Services
- Career Fairs



- Intercultural campus activities
- Study abroad
- Volunteering

For more information,  
or to make an appointment with a Career Consultant, visit  
[hireosugrads.com](http://hireosugrads.com).