

12 Common Skills Sought By Employers

The following are minimum skills/competencies that any student should be able to discuss and provide an example of an experience that demonstrates *each* one.

Critical/Analytical Thinking – Gather evidence, identify important elements, sort by relevance, evaluate options, recognize assumptions and fallacies, anticipate consequences and draw conclusions based on analysis.

Embrace Diversity – Value differences, understand identities and seek perspectives, venture beyond comfort zones and demonstrate commitment to diversity through supportive actions.

Self-Management – Work independently, manage multiple demands, adapt to change, calculate risks, and cope with failure.

Quantitative – Use mathematical skills, concepts and ideas to solve problems and interpret data.

Communication – Write and speak clearly and persuasively, listen, interpret accurately, and make effective presentations.

Leadership – Envision possibilities, express expectations, build relationships, inspire and motivate others and set an example.

Creativity - Generate ideas, alternatives, or possibilities that may be useful in solving problems or communicating with others. May involve presenting existing information in a new, unique way or developing something that is completely original.

Time Management – Use time effectively by prioritizing work and setting and meeting deadlines for completing assignments/responsibilities. Make realistic commitments to others and deliver on them.

Technology – Utilize systems, search engines, software and hardware in order to manage, record, analyze or manipulate data/information. Able to evaluate and filter information.

Integrity – Live/work by guiding principles or personal/professional ethics, accept responsibility, ‘do what you say’, and behave consistently with transparency.

Research – Define the task, identify information-seeking strategies, possibly apply laboratory techniques and calculate measurements, synthesize and evaluate.

Teamwork – Define common goals, initiate ideas, cooperate, negotiate and resolve conflict constructively. Identify individual strengths, harness them for a group and respect group dynamics.