



# Are You Career Ready?



Employers are looking for Columbia State graduates to be Career Ready. According to the National Association of Colleges and Employers, mastering these eight career-ready skills will help you achieve a fulfilling and successful career.



## Critical Thinking / Problem Solving

Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Obtain, interpret, and use knowledge, facts, and data.

**Ways to develop:** Develop an action plan with specific steps to solve a problem; Brainstorm solutions to a problem before meeting with supervisor or professor; Activate your mind - read, do puzzles, write, etc.

**Opportunities in:** group projects, research papers, service-learning



## Oral / Written Communications

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

**Ways to develop:** Develop and deliver class presentations; Ask questions to gain understanding; Proofread all written communication to avoid errors

**Opportunities in:** English composition course, speech course, students organizations, papers / projects



## Teamwork

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

**Ways to develop:** Collaborate with others on projects where responsibility is shared not divided; Handle difficult conversations in person; Consider other perspectives before making a decision

**Opportunities in:** group projects, student organizations



## Digital Technology

Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals.

**Ways to develop:** Effectively use spreadsheet program to track data and generate tables and graphs; Create a strong LinkedIn profile, join groups of career interest, and ask for recommendations; Become good at internet searches, using commercial databases, creating and administering surveys; Become familiar with relevant websites for your career field

**Opportunities in:** group projects, course research, students organizations



## Leadership

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

**Ways to develop:** Take on a leadership role in a group or organization; Demonstrate initiative at your job/internship by taking on additional responsibilities; Motivate team members with a positive attitude and use their strengths when delegating work

**Opportunities in:** group projects, student organizations



## Professionalism/Work Ethic

Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image.

**Ways to develop:** Use a planner to prioritize and meet deadlines; Reflect on a recent challenge and identify areas of growth and improvement for the future; Review your social media through the eyes of a future employer

**Opportunities in:** class attendance, completing assignments on time



## Career Management

Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth.

**Ways to develop:** Gain knowledge of job search strategies; Create a professional resume, customized cover letter, and reference list; Implement networking strategies; Develop interview skills; Identify resources to explore additional education opportunities

**Opportunities in:** job shadowing, internships, attending job fairs, volunteering, review Columbia State Career Development & Choice of Major Resources webpage



## Global / Intercultural Fluency

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

**Ways to develop:** Attend an event on campus that encourages you to step outside your comfort zone; Engage in conversations with individuals who have different perspectives than your own; Participate in study abroad or volunteer experience

**Opportunities in:** humanities courses, student organizations, attending cultural events, study abroad courses