



# Get Career Ready



## 1. CRITICAL THINKING/PROBLEM SOLVING



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

Obtain, interpret and use appropriate knowledge and data in the decision making process

Demonstrate originality and inventiveness

## 2. ORAL/WRITTEN COMMUNICATION



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

Utilize public speaking skills to clearly express ideas

Can write/edit memos, letters and complex technical reports effectively

Communicate effectively to influence/persuade others

## 3. TEAMWORK/COLLABORATION



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

Ability to work within team structure and can collaborate within a team structure, negotiate and manage conflict

Understand and appreciate multicultural diversity

## 4. INFORMATION TECHNOLOGY SKILLS



Select and use appropriate technology to accomplish tasks

Use computing skills to solve problems

Demonstrate computer proficiency and ability to learn new processes

Evaluate the validity/authority of sources

## 5. LEADERSHIP



Leverage the strengths of others to achieve common goals

Use interpersonal skills to coach and develop others

Assess and manage personal emotions and those of others

Understand and appreciate multicultural diversity

## 6. PROFESSIONALISM/WORK ETHIC



Take personal accountability and effective work habits, eg., punctuality, work productively with other, time management

Understand the impact of non-verbal communication

Demonstrate integrity and ethic behavior and responsibly with the interest of the larger community in mind

Learn from mistakes

Plan, organize and prioritize work

## 7. CAREER MANAGEMENT



Identify and articulate skills, strengths, knowledge and experiences relevant to the position desired

Career goals and identify areas necessary for professional growth

Understand and take steps necessary to pursue opportunities

Advocate for professional growth opportunities in the workplace

## 8. 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 individual differences