WHAT SKILLS WILL I NEED?

**O*NET**
The Occupation Information Network (O*Net) summarizes the skills and proficiencies you need for the different occupations in the United States. Information is aggregated from job sites, employer feedback, and worker feedback.

**JOB BOARDS AND EMPLOYMENT SITES**
Research the skills and abilities outlined in job descriptions. What are the requirements needed for this position and how can you obtain these skills?

**TALK WITH PEOPLE**
Through job shadowing or informational interviewing—connect with professionals in the field and inquire about skills that make them successful in their position or what skills they look for in a candidate.

HOW DO I DEVELOP MY SKILLS?

**PARTICIPATE FULLY IN YOUR EDUCATION**
Many of the skills employers look for, including writing skills, punctuality, and interpersonal skills are developed through your coursework and co-curricular activities. Use your time in college productively to help fully develop your skill set.

**LYNDA.COM**
Over 6,000 online courses are available on a variety of topics including animation, design, marketing, education, and many more. You can access Lynda.com for free through your MyPlymouth account.

**TRAVEL OR PARTICIPATE IN STUDY AWAY**
Broaden your exposure to new people and places. If you study abroad, it will give you an opportunity to learn about new cultures and practice your foreign language skills.

**ONLINE RESOURCES AND APPS**
From online video services to educational apps, there are multiple ways you can use your smartphone, tablet, or computer to continue to learn new skills. Much of the content is available for free and some may provide a credential to add to social media.

**EMPLOYMENT**
Seasonal, temporary, and part-time employment are excellent ways to build your skill set while also helping you build your resume.
SKILLS SOUGHT BY EMPLOYERS

The National Association of Colleges and Employers (NACE) annually surveys employers to see what type of skills they seek in candidates.

CRITICAL THINKING/PROBLEM SOLVING
Exercise sound reasoning to analyze issues, make decisions, and overcome problems. Individuals who are able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

ORAL/WRITTEN COMMUNICATIONS
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

TEAMWORK/COLLABORATION
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

DIGITAL TECHNOLOGY
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

LEADERSHIP
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage their emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

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. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from their mistakes.

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. The individual is able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

GLOBAL/INTERCULTURAL FLUENCY
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

Commit to Life-long Learning
Even after you complete your degree, continue to develop your skill set. The world of work is constantly changing and it will be at your advantage to continually learn. Likewise, employers value life-long learning.