Employers want these skills!

ARE YOU CAREER READY?

1. **Career Management**
   Identify and articulate skills, strengths, knowledge and experiences; navigate career options and pursue these opportunities.

2. **Communication Skills**
   Articulate thoughts and ideas clearly and effectively to a variety of audiences; demonstrate public speaking skills.

3. **Professionalism**
   Demonstrate personal accountability and effective work habits; punctuality, working productively with others, time management, understanding the importance of a professional work image and demonstrating integrity.

4. **Teamwork**
   Build collaborative relationships representing diverse cultures, races, ages, gender, religions, lifestyles and viewpoints; work within team structure; negotiate/manage conflicts.

5. **Leadership**
   Leverage the strengths of others to achieve common goals; organize, prioritize and delegate work; use empathetic skills to guide and motivate.

6. **Critical Thinking**
   Exercise sound reasoning and analytical thinking; use knowledge, facts and data to solve problems and make decisions.

7. **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.

8. **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.

Adapted from NACE Career Readiness Resources: Are you Career Ready Infographic by Central College

For more information, resources or career support visit University Career Services online or in person!

Student Service Center 1, Room 106 (building #524) | www.uh.edu/ucs