

College of Business Career Readiness Skills

Employers look for the skills listed below when hiring new graduates. Use the descriptions as a reference to select which skills you feel you have developed. Meet with your academic advisor and faculty mentor to discuss which classes to take and other opportunities to strengthen areas where you are missing or need more experience.

Adaptability:

Develop the ability to adjust one's behavior, mindset, and approach in response to changing circumstances while maintaining productivity and effectiveness.

- Adapt quickly when project priorities, deadlines, or expectations change.
- Learn new business systems, software, or platforms without giving up.
- Stay calm and focused when a team, instructor, or supervisor changes direction.

Career & Self-Development:

Advance your career through continuous learning, self-awareness, exploring opportunities, and networking.

- Explore business careers such as finance, marketing, management, entrepreneurship, analytics, or HR.
- Identify how strengths in communication, analysis, leadership, or organization align with career paths.
- Seek out internships, job shadows, mentoring, or student organization leadership.

Communication:

Clearly and effectively exchange information, ideas, facts, and perspectives with people inside and outside an organization.

- Write clear emails, reports, proposals, and presentations.
- Speak confidently and professionally in class, meetings, interviews, and team settings.
- Adjust your communication for different audiences, such as professors, teammates, or employers.

Critical Thinking:

Identify and respond to needs based on an understanding of situational context and a logical analysis of relevant information.

- Analyze case studies, data, and business problems from multiple sources.
- Evaluate evidence before making decisions or recommending a solution.
- Identify assumptions, risks, and possible outcomes before acting.

Leadership:

Recognize and use personal and team strengths to achieve shared goals and support positive outcomes.

- Take initiative in class projects, student organizations, or internships.
- Motivate teammates by staying prepared, positive, and focused on goals.
- Lead by example through reliability, professionalism, and accountability.

Professionalism:

Exhibit strong work habits, adapt to different organizational environments, and act in the best interest of the workplace and community.

- Arrive prepared, complete work on time, and follow through on commitments.
- Demonstrate integrity in class, group work, internships, and job settings.
- Adapt to workplace expectations, dress, and communication norms.

Teamwork:

Build and maintain collaborative relationships to work effectively toward common goals while appreciating diverse viewpoints and shared responsibilities.

- Contribute actively to team projects and shared goals.
- Take responsibility for your assigned tasks and deadlines.
- Respect different viewpoints and use them to improve outcomes.

Technology:

Understand and leverage technologies ethically to enhance efficiencies, complete tasks, and accomplish goals.

- Use spreadsheets, presentation tools, databases, and collaboration platforms effectively.
- Evaluate online sources and digital information for accuracy and relevance.
- Use technology to organize work, solve problems, and improve efficiency.