

College of Technology Career Readiness Skills

Business Technology, Hospitality Management Paralegal Studies, Cosmetology

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.

- Adjust quickly when plans, deadlines, or expectations change.
- Learn new systems, software, or service procedures.
- Stay calm and productive when work direction shifts.

Career & Self-Development:

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

- Explore careers in business, hospitality, law, or administration.
- Identify strengths related to service, communication, or organization.
- Use internships, work experience, or student organizations to test interests.

Communication:

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

- Communicate clearly in emails, meetings, and customer interactions.
- Listen actively and respond appropriately to questions or feedback.
- Adapt communication for coworkers, clients, or supervisors.

Critical Thinking:

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

- Analyze customer needs, workplace issues, or policies before acting.
- Evaluate evidence before choosing a solution.
- Consider risks and likely outcomes before making decisions.

Leadership:

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

- Take initiative to improve service or team outcomes.
- Motivate others by being dependable and positive.
- Help organize tasks and keep work moving.

Professionalism:

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

- Meet deadlines and follow through on commitments.
- Act with integrity in academic and workplace settings.
- Adapt to different workplace expectations and environments.

Teamwork:

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

- Collaborate effectively with others to reach shared goals.
- Take responsibility for your assigned tasks.
- Respect different viewpoints and use them to improve outcomes.

Technology:

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

- Use business software, scheduling tools, and collaboration platforms effectively.
- Evaluate digital information for accuracy and relevance.
- Use technology responsibly and ethically in workplace settings.