

College of Technology Career Readiness Skills

Information Technology Systems, Early Childhood Care & Education, Law Enforcement

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 needs or priorities change.
- Learn new systems, software, or procedures.
- Stay calm and productive when plans change.

Career & Self-Development:

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

- Explore careers in IT, teaching, public safety, or public service depending on your major.
- Identify strengths in communication, organization, or service.
- Use internships or work experiences to test interests.

Communication:

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

- Communicate clearly with children, families, and coworkers.
- Listen actively and respond appropriately to feedback.
- Adapt communication for different audiences.

Critical Thinking:

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

- Analyze information and observations before making decisions.
- Evaluate evidence before acting.
- Consider risks and likely outcomes before taking action.

Leadership:

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

- Take initiative to improve outcomes.
- Support others by being dependable and positive.
- Help organize tasks and priorities.

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 environments and expectations.

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 digital tools and systems effectively.
- Evaluate digital information for accuracy and relevance.
- Use technology responsibly and ethically.