

School of Humanities 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.

- Adjust writing, research, or discussion strategies when expectations change.
- Learn new tools, citation styles, or digital platforms as needed.
- Stay productive when course formats, deadlines, or group roles shift.

Career & Self-Development:

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

- Explore careers in publishing, law, education, public service, or media.
- Identify strengths in writing, analysis, research, or communication.
- Use class projects, internships, and feedback to refine career goals.

Communication:

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

- Explore careers in publishing, law, education, public service, or media.
- Identify strengths in writing, analysis, research, or communication.
- Use class projects, internships, and feedback to refine career goals.

Critical Thinking:

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

- Compare multiple sources or perspectives before reaching conclusions.
- Evaluate evidence and bias when making arguments.
- Revise interpretations or ideas based on new information.

Leadership:

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

- Take initiative in group discussions, projects, or student organizations.
- Motivate peers by contributing thoughtful, consistent work.
- Support shared goals by organizing, leading, or mentoring when needed.

Professionalism:

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

- Complete assignments and responsibilities on time and with care.
- Communicate respectfully in academic and professional settings.
- Adapt to different expectations across classes, internships, or workplaces.

Teamwork:

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

- Contribute meaningfully to group projects and discussions.
- Respect different viewpoints and use them to improve outcomes.
- Address conflict constructively and keep the group focused on goals.

Technology:

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

- Use digital research tools and databases to gather information.
- Create and share work using appropriate digital platforms.
- Use technology responsibly in research, writing, and collaboration.