

School of Social Sciences 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 research, fieldwork, or project plans when conditions change.
- Learn new data tools, methods, or software as needed.
- Stay calm and productive when timelines, roles, or expectations shift.

Career & Self-Development:

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

- Explore careers in counseling, policy, research, public service, or social services.
- Identify strengths in analysis, empathy, communication, or problem-solving.
- Use internships, research, and feedback to refine career goals.

Communication:

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

- Present research findings clearly in writing and speaking.
- Listen actively to participants, teammates, and supervisors.
- Adjust communication for academic, workplace, and community audiences.

Critical Thinking:

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

- Analyze data, sources, and observations before drawing conclusions.
- Evaluate evidence and recognize bias or limitations.
- Revise conclusions or recommendations when new information appears.

Leadership:

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

- Take initiative in research teams, service projects, or organizations.
- Support others by keeping work organized and on schedule.
- Encourage collaboration and shared responsibility toward goals.

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 responsibilities.
- Demonstrate ethical behavior and respect for confidentiality.
- Adapt to different team, workplace, or community expectations.

Teamwork:

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

- Work effectively with peers, supervisors, or community partners.
- Respect different viewpoints and use them to improve results.
- Address conflict constructively and support group progress.

Technology:

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

- Use digital tools to gather, analyze, and present information.
- Evaluate online sources and data for accuracy and relevance.
- Use technology responsibly to complete research and communication tasks.