

# EMPLOYERS TOP SKILLS



The National Association of Colleges and Employers conducted research with over 100 employers to gain an insight into their ideal skill set for prospective employees. Below is a list of key competencies employers picked from during the research. The first four soft-skills listed below were declared imperative by almost all employers. With this in mind, students should be reflecting and delving into practices that facilitate the development of these skills (i.e. through research, part-time work, internships, on-campus organizations and societies).

## **-Critical Thinking/Problem Solving:**

Exercises sound reasoning to analyze issues, make decisions, and overcome problems. Able to obtain, interpret, and use knowledge, facts, and data in this process and may demonstrate originality and inventiveness.

## **-Teamwork/Collaboration:**

Builds collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Able to work within a team structure, and can negotiate and manage conflict.

## **-Professionalism/Work Ethic:**

Demonstrates personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understands the impact of non-verbal communication on professional work image. Demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.

## **-Oral/Written Communications:**

Articulates thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. Has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

## **-Leadership:**

Leverages the strengths of others to achieve common goals, and uses interpersonal skills to coach and develop others. Able to assess and manage his/her emotions and those of others; uses empathetic skills to guide and motivate; and organizes, prioritizes, and delegates work.

## **-Career Management:**

Identifies and articulates one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identifies areas necessary for professional growth. Able to navigate and explore job options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

## **-Digital Technology:**

Leverages existing digital technologies ethically and efficiently to solve problems, completes tasks, and accomplishes goals. Demonstrates effective adaptability to new and emerging technologies.

## **-Global/Intercultural Fluency:**

Values, respects, and learns from diverse cultures, races, ages, genders, sexual orientations, and religions. Demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.