

Building Skills for Your Future

According to the National Association of Colleges and Employers (NACE), these are the top skills employers want from college graduates:

1. Ability to verbally communicate with persons inside and outside the organization.
2. Ability to work in a team structure.
3. Ability to make decisions and solve problems.
4. Ability to plan, organize and prioritize work.
5. Ability to obtain and process information.
6. Ability to analyze quantitative data.
7. Technical knowledge related to the job.
8. Proficiency with computer software programs.
9. Ability to create and/or edit written reports.
10. Ability to sell or influence others.

Questions for Class Discussion/Written Assignment:

For in-class discussion, have students break out into groups and divide the questions up between the groups. After 5-10 minutes of discussion time have each group share back the insights and thoughts from their discussion.

For an in class, or homework, written assignment have each student write 1-2 pages addressing the following questions. This is most productive when students discuss their responses with the class following the assignment.

- Why do you think employers value these skills?
- Employers often say these skills are more important to them in a new employee than necessarily knowing how to do the duties their job requires, why do you think that is?
- Are there any of these skills that you don't understand or wonder why they are on the list?
- Which of these skills do you predict your major and your time at HSU may or may not prepare you for? How can you make sure that you develop them?
- What kinds of careers have you thought about doing after graduation? How do you see these skills fitting in with those careers?
- Are there any careers you can think of that wouldn't need some of these skills?
- Reflect on the order of the list, what does that tell you about jobs in our current economy?
- Are you developing any of these skills anywhere outside the classroom? Which skills are you developing and how are you developing them?
- Which of these ten skills do you feel you already have strengths in? How would you explain those strengths to someone in an interview?
- Which of these ten skills do you feel like you are lacking? Name three ways you can develop each of those skills while here at HSU.