Skill Development

How do I know what are the skills I will need?
Take charge of your research to find the skills that will benefit your career

O*Net
The Occupation Information Network (O*Net) summarizes the skills and proficiencies you need for the different occupations in the United States. Information is aggregated from job sites, employer feedback, and worker feedback.

Job Boards and Employment Sites
Research the skills and abilities outlined in job descriptions. What are the requirements needed for the position and how can you obtain these skills?

Talk with people
Through job shadowing or informational interviewing—connect with professionals in the field and inquire about skills that make them successful in their position or what skills they look for in a candidate.

How do I develop my skills?
Skill development can occur both in- and outside the classroom. Here are some ways to develop your skills:

Participate fully in your education
Many of the skills employers look for, including writing skills, punctuality, and interpersonal skills are developed through your coursework and co-curricular activities. Use your time in college productively to help you fully develop your skillset.

Lynda.com
Over 6,000 online courses are available on a variety of topics including animation, design, marketing, education, and many more. You can access Lynda.com for free through your MyPlymouth account.

Travel or participate in study away
Broaden your exposure to new people and places. If you study abroad, it will give you an opportunity to learn about new cultures and practice your foreign language skills.

Online Resources and Apps
From online video services to educational apps, there are multiple ways using your smartphone, tablet, or computer to continue to learn new skills. Much of the content is available for free and some may provide a credential to add to social media.

Employment
Seasonal, temporary, and part-time employment are excellent ways to build your skillset. Employment will also help build your resume.

What are employers looking for? See the reverse for additional information.
Skills sought by Employers
The National Association of Colleges and Employers (NACE) annually surveys employers to see what type of skills they seek in candidates:

**Critical Thinking/Problem Solving**
Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.

**Oral/Written Communications**
Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.

**Teamwork/Collaboration**
Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.

**Digital Technology**
Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.

**Leadership**
Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.

**Professionalism/Work Ethic**
Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual 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.

**Career Management**
Identify and articulate one’s skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is 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.

**Global/Intercultural Fluency**
Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals’ differences.

Commit to Life-long Learning
Even after you complete your degree, continue to develop your skillset. The world of work is constantly changing and it will be at your advantage to continually learn. Likewise, employers value life-long learning.