Level Up: Build Skills Employers Want

EMPLOYERS WHO HIRE UW GRADUATES have identified a few core skills that are critical to students’ success in the job search and in the workplace. Students are encouraged to seek opportunities to develop the following skills.

### MANAGE SELF

<table>
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<tr>
<th>Initiative</th>
<th>Prepare, plan, and prioritize. Proactively look for opportunities to contribute. Be present and productive.</th>
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<tr>
<td>Adaptability</td>
<td>Learn emerging tools and methodologies. Be willing to change in response to new information. Create contingency plans. View setbacks as opportunities.</td>
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<tr>
<td>Accountability</td>
<td>Fulfill obligations, meet deadlines, and follow-through to completion. Admit and correct mistakes. Act with honesty, integrity, and humility.</td>
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### ENGAGE OTHERS

| Communication | Listen attentively. Ask thoughtful questions. Use inclusive language. Tailor content and delivery to audience. |
| Honor Diverse Perspectives | Intentionally build inclusive teams and environments. Embrace different ideas and styles. Encourage and value others’ contributions. |

### PRODUCE RESULTS

| Critical Thinking | Gather information from diverse sources. Determine accuracy, relevance, and significance. Consider opposing viewpoints. Make data-informed decisions. |
| Creative Problem-Solving | Analyze the big picture. Narrowly define the problem. Generate and critique numerous solutions. Anticipate possible challenges. |
| Continuous Improvement | Assess efficiency and effectiveness. Reflect and self-evaluate. Seek feedback and opportunities to learn. Implement change intentionally and incrementally. |

### WAYS TO DEVELOP SKILLS

**Academics**
- Majors and minors
- Elective courses
- Class projects
- Service learning
- Study abroad

**Activities**
- Student leadership roles
- Athletics and e-sports
- Theater and music
- Student publications
- CIRCLE, UniteUW, FIUTS

**Experience**
- Volunteer roles
- On- and off-campus jobs
- Internships
- Case competitions
- Research

NOTE – This list is not exhaustive! There are endless ways to develop skills!

### NEXT STEPS

- Intentionally seek experiences to help develop these skills [careers.uw.edu/resources/level-up-skill-reflection/](careers.uw.edu/resources/level-up-skill-reflection/)
- Scan job postings and develop a plan to build job-specific skills [careers.uw.edu/companies](careers.uw.edu/companies)
- Use LinkedIn Learning, a free on-demand video learning platform, to enhance skills [www.linkedinlearning.uw.edu](www.linkedinlearning.uw.edu)
- Learn to share your skills through LinkedIn, resumes, cover letters, and interviews [careers.uw.edu/channels/tell-your-story](careers.uw.edu/channels/tell-your-story)