



# 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

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

## ENGAGE OTHERS

<b>Communication</b>	Listen attentively. Ask thoughtful questions. Use inclusive language. Tailor content and delivery to audience.
<b>Collaboration</b>	Relate with empathy and curiosity. Acknowledge biases. Avoid assumptions. Respectfully negotiate differences. Confidently lead. Gladly follow.
<b>Honor Diverse Perspectives</b>	Intentionally build inclusive teams and environments. Embrace different ideas and styles. Encourage and value others' contributions.

## PRODUCE RESULTS

<b>Critical Thinking</b>	Gather information from diverse sources. Determine accuracy, relevance, and significance. Consider opposing viewpoints. Make data-informed decisions.
<b>Creative Problem-Solving</b>	Analyze the big picture. Narrowly define the problem. Generate and critique numerous solutions. Anticipate possible challenges.
<b>Continuous Improvement</b>	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

There are endless ways to develop skills!

## NEXT STEPS

- > Intentionally seek experiences to develop these skills  
[careers.uw.edu/resources/level-up-skills-worksheet-undergraduate/](https://careers.uw.edu/resources/level-up-skills-worksheet-undergraduate/)
- > Use LinkedIn Learning, a free on-demand video learning platform, to enhance skills  
[www.linkedinlearning.uw.edu](https://www.linkedinlearning.uw.edu)
- > Scan job postings and develop a plan to build job-specific skills  
[careers.uw.edu/jobs](https://careers.uw.edu/jobs)
- > Learn to share your skills on resumes, LinkedIn, and more  
[careers.uw.edu/channels/tell-your-story](https://careers.uw.edu/channels/tell-your-story)