Essential Skills Self-Assessment

# What Employers Want

The National Association of Colleges and Employers developed a list of essential skills employers look for in an employee. This list of career-readiness competencies was developed through extensive research among employers (details about the research are available here – [Employer Survey Results](https://www.naceweb.org/career-readiness/competencies/career-readiness-competencies-employer-survey-results/)).

*Note: The details listed under each skill may not perfectly apply to you in your industry or region but the main skills are widely desired and will help you be more marketable in your career and job search throughout the world. Do not feel pressure to improve them all at the same time. Focus on the skills most relevant to your desired career path first, then build from there.*

Refer to the [Essential Skills for Employment](https://content.byui.edu/integ/gen/8f42baa7-78c0-4a04-bf7f-98dfeda0e82e/0/gs170_resource_EssentialSkills.pdf) resource page for more detail on each competency.

# Develop Essential Skills for Employment

## 1. Critical Thinking/Problem Solving

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| --- | --- |
| What experience do I have in reasoning, analyzing, problem solving, inventiveness, etc.? | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 2. Teamwork/Collaboration

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| --- | --- |
| What experience do I have in building relationships and collaborating with diverse individuals and groups, working with a team, negotiating, managing conflict, etc.? | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 3. Leadership

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| --- | --- |
| What experience do I have leveraging strengths of others to achieve common goals, coaching and developing others, guiding and motivating others, organizing and delegating work, etc.? | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 4. Professionalism/Work Ethic

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| --- | --- |
| What experience do I have demonstrating personal accountability, effective work habits, integrity, ethical behavior, learning from my mistakes and experiences, etc. | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 5. Oral/Written Communications

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| --- | --- |
| What experience do I have writing and speaking clearly and effectively, or in creating or editing memos, letters, technical reports, etc. | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 6. Digital Technology

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| --- | --- |
| What experience do I have in using digital technologies to solve problems, complete tasks, or accomplish goals, etc.? How quickly and effectively do I adapt to new technologies? | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 7. Career Management

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| --- | --- |
| What experience do I have in identifying and communicating my skills, strengths and knowledge; identifying and pursuing areas for professional growth; and self-advocating for myself at work? | How can I improve my ability?  (Resources? Experiences? Courses?) |
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## 8. Global/Intercultural Fluency

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| --- | --- |
| What experience do I have in demonstrating respect and inclusiveness; and in valuing and learning from diverse individuals, cultures, religions, ages, etc.? | How can I improve my ability?  (Resources? Experiences? Courses?) |
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