HAMLINE UNIVERSITY

Piper Prepared
CAREER READY SKILLS REFLECTION

Reflecting on your Hamline courses, your jobs and your college experiences will help you develop confidence in your skills. When you can identify where, and how, you have developed the Career Ready Skills that are critical to success, you will have a better sense of your skill set and be better prepared to describe these skills to employers.

Consider your college courses, campus jobs, part-time jobs, internships, volunteer experiences, student clubs and oganizations, etc. What have you learned? Use specific examples to describe what you learned or what you did and how you can show your skills to others. **Learn more about the competencies and how to become Piper Prepared I Career Ready.**

CAREER READY SKILL	Where, and how did you develop this? (Be specific and use examples!)	How can you show or demonstrate this skill to others?
Critical Thinking Use sound reasoning to analyze issues, make decisions, solve problems; gather, explain, and use data or facts to share ideas and creative solutions. **Examples:** • Write research papers and key summaries • Compile key findings in lab reports • Analyze data and show trends and solutions • Research and plan events • Manage a personal or organizational budget *For courses, think about FYSEM; Hamline Plan letters P and Q.*		
Communication Express thoughts and ideas clearly and effectively through writing and speaking to an array of audiences in order to inform, persuade or entertain. **Examples:** • Lead a discussion and/or debate a topic in class • Compose professional emails • Write articles for student newspapers, blogs, etc. • Present ideas to others in a group • Edit papers and offer suggestions *For courses, think about FYSEM; Hamline Plan letters E, W, and O.*		

CAREER READY SKILL	Where, and how did you develop this? (Be specific and use examples!)	How can you show or demonstrate this skill to others?
Teamwork Build relationships with co-workers, classmates or teammates representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Able to work well in a team; can negotiate and manage conflict. **Examples:** • Participate on class research teams or projects • Assist a lab partner in class • Communicate the different views of a team • Lead a presentation with multiple presenters • Successfully resolve conflicts with others *For courses, think about Hamline Plan letters C and D.*		
Technology Select and use technology to solve problems, complete tasks, and accomplish goals; adjust and adapt to new technologies. **Examples:** • Use technical software for assignments • Develop websites, apps, blogs, etc. • Use software related to a major (i.e., SPSS) • Clearly communicate messaging in social media • Use technology to make a presentation *For courses, think about Hamline Plan letter R.*		
Leadership Organize, prioritize, and assign work to others. Motivate and use the strengths of others to reach common goals; use interpersonal skills to coach and help others grow. **Examples:** • Serve as a role model and start projects • Lead group projects and manage progress • Train new employees • Mentor and support new members • Hold leadership positions *For courses, think about Hamline Plan letters C and D.*		

CAREER READY SKILL	Where, and how did you develop this? (Be specific and use examples!)	How can you show or demonstrate this skill to others?
Professionalism Show accountability, honesty, positive work habits, and ethical behavior; understand the importance of a professional work image. Learn from mistakes. **Examples:** • Respond well to critique and feedback of work and workstyle • Manage time well and meet assignment deadlines • Communicate professionally with faculty, staff and employers • Address mistakes and figure out solutions • Seek advice and support from others to improve *For courses, think about FYSEM; Hamline Plan letter P.*		
Community Engagement Actively build awareness of how people are impacted by communities and how individuals impact, shape and serve communities. **Examples:** • Join on-campus teams, groups and clubs • Volunteer off-campus • Address real world issues with others to make a difference • Work with others to create change *For courses, think about Hamline Plan letter P.*		
Career and Self Development Identify and describe one's skills, strengths, knowledge, and experiences related to career goals; explore opportunities for professional growth and advocate for self in the workplace. **Examples:** • Meet with advisors/professors to explore career goals • Complete skills, interests, and values assessments • Build a professional brand • Attend networking and guest speaker events • Complete an internship • Gain experiences to build skills *For courses, think about Hamline Plan letters P, W and O.*		

CAREER READY SKILL	Where, and how did you develop this? (Be specific and use examples!)	How can you show or demonstrate this skill to others?
Equity and Inclusion Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions to communicate clearly and strengthen relationships. **Examples:** • Seek to understand differences in communities • Work together on multicultural teams • Address needs of diverse communities • Raise awareness of diversity and equality issues • Create materials or events with an inclusive lens *For courses, think about Hamline Plan letters D, G, and H.*		

Get PREPARED for career success

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