

# SET CAREER READINESS GOALS

## Build Skills in the Classroom

What does it mean to be career ready? Employers have indicated eight skills that they most seek in college graduates. As a Boston College student, you will gain some of these skills through your classes. This worksheet can help you identify what skills you want to grow and set goals for developing them next semester.

<p><b>CRITICAL THINKING/ PROBLEM SOLVING</b></p> <p>Analyze/Question; Research; Evaluate; Propose solutions; Categorize/classify; Manage data; Budget; Synthesise</p>	<p><b>ORAL/WRITTEN COMMUNICATION</b></p> <p>Summarize; Interview; Persuade; Listen; Negotiate; Promote/Sell; Express Ideas; Speak to groups</p>	<p><b>TEAMWORK/ COLLABORATION</b></p> <p>Work with others; Resolve conflict; Provide care/support; Facilitate groups; Train/instruct; Build relationships; Compromise</p>	<p><b>DIGITAL TECHNOLOGY</b></p> <p>Compute; Use technology efficiently; Seek out/Develop new tech; Utilize digital platforms; Analyze digital impact</p>
<p><b>LEADERSHIP</b></p> <p>Set goals; Coach; Make decisions; Initiate; Plan/Organize; Implement; Inspire; Envision</p>	<p><b>PROFESSIONALISM &amp; WORK ETHIC</b></p> <p>Seek feedback; Manage time; Behave ethically; Incorporate feedback; Punctuality; Assess self; Personal accountability</p>	<p><b>CAREER MANAGEMENT</b></p> <p>Identify skills; Set goals; Articulate strengths; Reflect on values; Pursue opportunities; Self-advocate; Explore interests/career options</p>	<p><b>GLOBAL &amp; INTERCULTURAL FLUENCY</b></p> <p>Seek out different opinions; Value cultural differences; Recognize inequities; Demonstrate inclusiveness, respect &amp; empathy</p>

Read the skills above and select three that you want to develop further next semester

Skill	Set a goal for yourself that will allow you to build this skill.
<p><b>1</b></p> <p><i>Example: Professionalism &amp; Work Ethic</i></p>	<p><i>Example: In Economics, I will attend office hours at least once a month and reserve time on Tuesdays and Thursdays after class to review new concepts and start new assignments.</i></p>
<p><b>2</b></p>	
<p><b>3</b></p>	

Beyond your courses, what other activities can you pursue to grow these skills next semester?