

Being “career-ready” means that you’ve developed a range of skills that you can transfer to different settings once you graduate.

At Seattle U, we take your career readiness seriously, so we’ve created an inventory and program-level map for you to help you see what skills you’re likely to practice in your major.

The transferable skills we’re listing here come from three main sources: the National Association of Colleges and Employers’ 2019 graduate competencies list, World Economic Forum’s *The Future of Jobs 2018* report, and Seattle University’s own outcomes and mission, which we know can give you additional strings to your bow that employers really appreciate.

How does it work?

Below, you’ll see the various transferable skills grouped into five clusters:



For each of those clusters, we list multiple components along with definitions to help you see what each of the skills means to employers and organizations.

Your faculty have examined the required courses in your major and have rated the extent to which you are likely to practice and be able to demonstrate your abilities after taking the course with those faculty members. This gives you a sense of the kinds of skills you’re like to develop in your major.

How were courses rated?

Faculty rated their courses for each of the skills using this scale:

- 2** = You’ll receive a grade related to this skill in this course.
- 1** = You’ll practice this skill but are not graded on it in this course.
- 0** = You’re unlikely to practice this skill in this course.

If the score is a **2**, then that means you’re likely to have some sort of artifact that you can use to be able to demonstrate your skill development to potential employers. This might be a written assignment, a policy briefing paper, a presentation, and so on.

If the score is **1**, then you’ll be practicing the skill, but won’t necessarily have an artifact to show for it. You will, though, still have experiences from the class to draw on in interviews.

If the score is **0**, then don’t worry: Even if you don’t have chance to practice that skill as part of your degree, there are still plenty of co-curricular opportunities at SU where you can round out your skills development.

You can also use the career readiness inventory to build your résumé and reflect on the skills you have developed.

Career readiness in your major

Download our career readiness map for your major, as well as this document to explain how to read the inventory and what each of the skills means.

Career readiness inventory

Skills bundle	Components	Description You will:
INTELLECTUAL		
CRITICAL THINKING & ANALYSIS	Critical thinking	<ul style="list-style-type: none"> Identify the assumptions that frame thinking and analyze them for accuracy and validity.
	Analysis	<ul style="list-style-type: none"> Analyze and monitor/assess your own performance, or that of other individuals or organizations to make improvements or take corrective action.
PROBLEM-SOLVING & REASONING	Problem-solving	<ul style="list-style-type: none"> Use logic and reasoning to evaluate alternative solutions, conclusions, or approaches.
	Quantitative abilities	<ul style="list-style-type: none"> Apply mathematical and quantitative reasoning to propose or evaluate solutions.
SYSTEMS ANALYSIS & EVALUATION	Systems analysis	<ul style="list-style-type: none"> Determine how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
	Systems evaluation	<ul style="list-style-type: none"> Identify measures or indicators of system effectiveness and the actions needed to improve or correct performance, relative to the goals of the system.
	Judgment and decision-making	<ul style="list-style-type: none"> Consider the relative virtues and drawbacks of potential actions to choose and justify a contextually appropriate decision.
INTERPERSONAL/SOCIAL		
COMMUNICATION	Writing	<ul style="list-style-type: none"> Communicate effectively in writing as appropriate for the needs of the audience.
	Speaking	<ul style="list-style-type: none"> Present to or talk with others to convey information as appropriate for the needs of the audience.
TEAMWORK & COLLABORATION	Teamwork	<ul style="list-style-type: none"> Work within a team structure and negotiate and manage conflict.
	Collaboration	<ul style="list-style-type: none"> Build mutually rewarding relationships with colleagues and partners
	Boundary-spanning	<ul style="list-style-type: none"> Reach across silos to gather and share information, especially with people who are different from us (e.g. demographically, politically, functionally, disciplinarily)
ANTI-RACISM	Anti-racist advocacy	<ul style="list-style-type: none"> Acknowledge the existence of systemic and personal racism, affirm the experiences of minoritized people, and act to dismantle racist systems and practices.
GLOBAL & INTERGROUP FLUENCY	Curiosity	<ul style="list-style-type: none"> Value and learn from diverse cultures, races, ages, genders, sexual orientations, religions, and other human differences.
	Openness	<ul style="list-style-type: none"> Demonstrate openness and humility in interacting across cultural, demographic, and positional differences.
LEADERSHIP & SOCIAL INFLUENCE	Leadership	<ul style="list-style-type: none"> Inspire others toward a common goal or vision, offering direction and opinions as needed.
	Social influence	<ul style="list-style-type: none"> Advocate for and encourage value-driven change.
	Negotiation	<ul style="list-style-type: none"> Facilitate dialogue to reconcile differences.
	Persuasion	<ul style="list-style-type: none"> Present evidence and argumentation to encourage others to consider alternative positions.

Skills bundle	Components	You will:
EMOTIONAL INTELLIGENCE	Concern for others	<ul style="list-style-type: none"> Exercise sensitivity to others' needs and feelings.
	Cooperation	<ul style="list-style-type: none"> Present your most constructive, open-minded self in group settings in order to reach a common goal.
	Social perceptiveness	<ul style="list-style-type: none"> Attend to others' reactions and adapt your behavior in response.
TRUSTWORTHINESS & ATTENTION TO DETAIL	Dependability	<ul style="list-style-type: none"> Fulfill obligations by being reliable, responsible, and dependable.
	Integrity	<ul style="list-style-type: none"> Act responsibly and consistently with the interests of the larger community in mind.
	Attention to Detail	<ul style="list-style-type: none"> Review, revise, and complete tasks thoroughly and carefully.
PERSONAL/INTERNAL		
FLEXIBILITY & RESILIENCE	Adaptability/flexibility	<ul style="list-style-type: none"> Adapt to differing contexts, personalities, and tasks.
	Self-control	<ul style="list-style-type: none"> Be aware of and express emotions in ways that invite yourself and others to entertain alternative perspectives.
	Resilience	<ul style="list-style-type: none"> Adapt to experience of difficulty or critical feedback by reflecting carefully and making appropriate behavioral adjustments.
TIME MANAGEMENT & COORDINATION	Prioritization	<ul style="list-style-type: none"> Manage your own time to align with priorities.
	Coordination	<ul style="list-style-type: none"> Adjust actions in relation to others' actions and respect their time.
TRANSFER OF LEARNING & LEARNING STRATEGIES	Transfer of learning	<ul style="list-style-type: none"> Integrate new information with prior knowledge and experience and transfer it to new realms.
	Learning strategies	<ul style="list-style-type: none"> Select and use learning methods and procedures appropriate for the situation when learning or teaching new things.
	Active listening	<ul style="list-style-type: none"> Fully attend to what others say, reflect on points or on critical feedback, and ask questions as appropriate.
	Reflection	<ul style="list-style-type: none"> Make meaning out of experiences, ideas, and contexts through thoughtful consideration, self-exploration, and discernment.
CREATIVE		
CREATIVITY & INITIATIVE	Creativity	<ul style="list-style-type: none"> Generate unique ideas and interpretations or adapt them to new settings.
	Originality	<ul style="list-style-type: none"> Devise unusual or imaginative ideas about a topic or situation.
	Initiative	<ul style="list-style-type: none"> Show willingness to take on responsibilities and challenges.
	Autonomy	<ul style="list-style-type: none"> Take responsibility for your own learning with little supervision.
TECHNICAL		
TECHNOLOGY DESIGN & PROGRAMMING	Technology design	<ul style="list-style-type: none"> Generate or adapt equipment and technology to serve user needs.
	Programming	<ul style="list-style-type: none"> Write computer programs for various purposes.