Identify and rate your skills:

The NACE Job Outlook identified the top 10 employability skills. Rank these skills based on your strengths. Review the definitions to ensure an understanding of what the skill means. Using one to two sentences, write about two specific times when you displayed the trait.

Table 3.1 Skills Desired by Employers

Rank 1-10	NACE Job Outlook (10 abilities)	NACE Job Outlook (11 skills)	Definition	Specific Examples of Times You Displayed This Trait
	The ability to work in a team structure	Teamwork	Working together as a group to accomplish the group's goals, effectively using the strengths of individuals within the group	1. 2.
	The ability to make decisions and solve problems	Decision making	Choosing between different options to best help the group to meet their goals	1. 2.
		Problem solving	Finding solutions to issues that threaten the ability of the group to meet their goals	1. 2. .
	The ability to plan, organize, and prioritize work	Workflow planning	Structuring the work of a group so there is a shared understanding among members of the group about their objectives and goals; establishing priorities for the group	1. 2.
	The ability to verbally communicate with people inside and outside the organization	Verbal communication	Speaking to others in large or small groups, putting abstract ideas into language others can understand	1. 2.
	The ability to obtain and process information	Information processing	Knowing where to find information and to apply critical thinking skills to evaluate this information in order to determine its credibility	1. 2.

THE COLLEGE *of* IDAHO

Center for Experiential Learning

	The ability to analyze quantitative data	Quantitative analysis	Understanding the meaning of numbers in a variety of contexts from managing budgets to evaluating data collected by the group	1. 2.
	Technical knowledge related to the job	Career-specific knowledge	Developing skills that are necessary for one's chosen profession. This also involves identifying gaps in their skill set and identifying strategies for gaining the needed experience	1. 2.
	Proficiency with computer software programs	Computer software skills	Learning to use common applications such as word processing, spreadsheets, and presentation software as well as complex or technical software applications specific to a future career	1. 2.
	The ability to write and edit reports	Writing and editing reports	Putting thoughts into writing such that other can easily understand it. The ability to write in engaging ways that make others want to read. This includes the ability to write without technical or grammatical mistakes	1. 2.
	The ability to sell to, achieve buy-in from, or influence others	Selling and influencing	Motivating a group to do something, convincing or persuading other	1. 2.

Note. Reprinted from Skills desired by employers, by Adam Peck. Retrieved from Engagement & Employability 2017 by the National Association of Student Personnel Administrators (NASPA), Inc.

THE COLLEGE of IDAHO
Center for Experiential Learning