

CAREER-RELATED SKILLS CHECKLIST FOR LIBERAL ARTS STUDENTS

LIBERAL ARTS STUDENTS ARE TYPICALLY ABLE TO DEVELOP AND IMPROVE MANY WORK-RELATED SKILLS AS A RESULT OF THEIR COURSEWORK. CHECK THE SKILLS YOU POSSESS AND HAVE USED IN SOME WAY (I.E. THAT CAN BE QUANTIFIED ON A RESUME OR IN AND INTERVIEW).

- ___ Write well - compose reports, letters, articles, ads, stories, or educational materials.
- ___ Analyze data - break down and figure out problems or issues logically,
- ___ Synthesize - integrate ideas and information.
- ___ Generate new ideas.
- ___ Proofread/Edit - check writings for proper grammar/style and make necessary corrections.
- ___ Adapt to or initiate change.
- ___ Motivate - generate involvement or stimulate peak performance in others.
- ___ Advise others in certain areas.
- ___ Mediate - manage conflict or reconcile differences.
- ___ Organize/plan - define goals and objectives and schedule steps to complete projects or programs.
- ___ Interview for information - draw out subjects through incisive questioning.
- ___ Communicate effectively - articulate thoughts, feelings, and ideas appropriately to individuals or groups.
- ___ Teach a skill, concept, or principle to others.
- ___ Lead others - demonstrated through my current activities on-campus, in an internship, in my work experience, or in community service.
- ___ Problem solve - confront a problem and find a solution using appropriate resources.
- ___ Sort, compile, and rank data as requested.
- ___ Value the contribution that art, literature, science, and technology have made in our society.
- ___ Analyze situations - identify critical issues when making a decision or solving a problem.
- ___ Evaluate - judge, review, critique feasibility or quality.
- ___ Act as a liaison - make and maintain a connection between persons or groups.
- ___ Persuade - to appropriately encourage someone to do something through reasoning and/or urging.
- ___ Do research - compile information from primary, secondary, and other resources around a specific topic.
- ___ Identify information sources.
- ___ Evaluate information against standards in the discipline.
- ___ Classify - sorting information into categories.
- ___ Set realistic goals/priorities.
- ___ Manage time effectively.
- ___ Design an experiment or plan that gathers data.
- ___ Clarify - ask questions to help accurately describe a situation, topic, or issue.
- ___ Make effective presentations to groups.
- ___ Use a computer competently.
- ___ Plan and implement steps to complete strategies and action plans.
- ___ Analyze the interconnection of events and ideas.
- ___ Determine the parameters and complexity of a problem.
- ___ Look at an issue or topic from more than one perspective.
- ___ Work effectively within a team.
- ___ Relate to multicultural issues.