LINDENWOOD
LIKE NO OTHER

Lions Get Hired
Career Readiness - Soft Skills Endorsements

The National Association of Colleges and Employers (NACE) has worked closely with employers to identify seven key competencies that are essential for a successful transition to the world of work:

- Diversity
- Leadership
- Career Management
- Teamwork/Collaboration
- Oral/Written Communications
- Critical Thinking/Problem Solving
- Information Technology Application

The Lindenwood University Office of Career Development is committed to your success, and that is why we are offering you the opportunity to earn a Soft Skills Endorsement in one or multiple areas. In order to achieve an endorsement, you must complete all of the following steps:

1. Meet with a Career Strategist to propose and agree upon a project.
2. Register your project in Handshake – must include at least 3 learning objectives.
3. Participate in a Soft Skills workshop sponsored by the Career Center.
4. Complete 16 hours of job shadowing and submit a one page summary regarding your observation of how the soft skill you are seeking endorsement for was applied in the workplace.
5. Present your project to a panel of three Career Center partners.

Once you have completed all of the required steps, the Career Development office will issue your endorsement and provide you with a certificate of project completion.

Soft Skills and Definitions adapted from National Association of Colleges and Employers (NACE)

Lions Get Hired

- Diversity: *Value, respect, and learn from diverse cultures, races, ages, genders, sexual orientations, and religions. The individual demonstrates, openness, inclusiveness, sensitivity, and the ability to interact respectfully with all people and understand individuals' differences.*

    o **Develop a plan to serve, work with, or learn from a diverse population on campus (i.e. Hosting a panel event regarding career perspectives for Spanish speaking students)**

    o **Conduct an informational interview with someone from a diverse population**

- Leadership: *Leverage the strengths of others to achieve common goals, and use interpersonal skills to coach and develop others. The individual is able to assess and manage his/her emotions and those of others; use empathetic skills to guide and motivate; and organize, prioritize, and delegate work.*

    o **Lead an initiative**

    o **Design and facilitate an event**

    o **Create an organization or program (i.e. Identifying student leaders to create a Career Ambassador Program)**

- Career Management: *Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals, and identify areas necessary for professional growth. The individual is able to navigate and explore job*

options, understands and can take the steps necessary to pursue opportunities, and understands how to self-advocate for opportunities in the workplace.

- **Plan and present a time management, business etiquette or organizational skills workshop**

- **Complete a job search, then share several opportunities you have identified and why they appeal to you (i.e. Present 5 or more available career opportunities and identify how you would add value to each position, based on company culture, prospects for growth, your experience, etc.)**

- **Create a web based or hard copy professional portfolio**

- **Identify and participate in an opportunity for professional development in your career of interest (i.e. professional organizations, training opportunities, certifications)**

- **Partner with a faculty member or Career Strategist to plan and present an employer round table featuring tips about starting your career on the right foot**

- Teamwork/Collaboration: *Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. The individual is able to work within a team structure, and can negotiate and manage conflict.*

- **Build a new relationship with a colleague, faculty or staff member and collaborate on a project or event (interdepartmental)**

- o **Collaborate to complete a task or project (i.e. Work with a faculty or staff member to create an educational event for first generation students on navigating the college experience)**

Oral/Written Communications: *Articulate thoughts and ideas clearly and effectively in written and oral forms to persons inside and outside of the organization. The individual has public speaking skills; is able to express ideas to others; and can write/edit memos, letters, and complex technical reports clearly and effectively.*

- o **Creating a blog and posting to it over the course of a semester (i.e. money saving tips for Lindenwood students)**
- o **Present an idea publicly (i.e. Pitch a new program)**
- o **Write a proposal**

- Critical Thinking/Problem Solving: *Exercise sound reasoning to analyze issues, make decisions, and overcome problems. The individual is able to obtain, interpret, and use knowledge, facts, and data in this process, and may demonstrate originality and inventiveness.*
  - o **Identify a problem and a theoretical solution that could be utilized on campus (i.e. Parking – Using a campus map to identify areas that could be used to increase parking, create a plan to fund and execute the project)**

- Information Technology Application: *Leverage existing digital technologies ethically and efficiently to solve problems, complete tasks, and accomplish goals. The individual demonstrates effective adaptability to new and emerging technologies.*

    - **Creating an app that would benefit members of the campus community**
    - **Building a webpage**

All projects will also be assessed on Professionalism/Work Ethic.

- Professionalism/Work Ethic: *Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management, and understand the impact of non-verbal communication on professional work image. The individual demonstrates integrity and ethical behavior, acts responsibly with the interests of the larger community in mind, and is able to learn from his/her mistakes.*

Soft Skills and Definitions adapted from National Association of Colleges and Employers (NACE)