



Skill Development

Get the Buckeye Advantage!

Your coursework, along with the on and off campus activities in which you participate, allow you to build competencies that are integral to being READY to launch your career. Whether you are planning to enter the workforce or pursue an advanced degree upon graduation, developing “readiness competencies” will allow you to make that transition with confidence in knowing that you have in-demand skills and the ability to articulate those skills. Just as athletes prepare to be stand-outs in their sports by stretching toward higher conditioning goals, the development of your readiness competencies will begin during your first year at Ohio State and be enhanced as you challenge yourself to take on new roles and experiences...equipping you with The Buckeye Advantage!

The Buckeye Advantage competencies are developed through a tiered process that involves exposure, application, and enhancement. Review this tip sheet to 1) increase your awareness of the competencies, and 2) determine how far along you are in the development of each competency. Then, plan to meet with a Career Coach who can help you create a plan for increasing your readiness competencies by identifying steps to take each year while obtaining your bachelor’s degree. Log into [Handshake](#) to schedule an appointment with a Career Coach. There are numerous opportunities at Ohio State to develop the Buckeye Advantage, some of which are listed below.

Applicable Career Communities:



Communicate Effectively

Express oneself clearly when speaking and writing • Listen and read to understand fully • Adjust communications to maximize engagement

WAYS TO INCREASE YOUR COMMUNICATION SKILLS:

- Take a course on public speaking, business writing, or any other aspect of communication.
- Consider blogging or creating a podcast addressing a topic you are passionate about.
- Participate in Interview with a Buckeye to practice talking about yourself using self-promotion tactics. These mock interviews are conducted by Ohio State alumni and are held once a semester.
- Take at least two writing intensive courses and work with the Writing Center staff to address improvement areas noted by your instructors.
- Join Toastmasters International, an organization devoted to increasing the public speaking skills of its membership. (Information about Ohio State’s Toastmasters club is found [here](#) - <https://www.toastmasters.org/Find-a-Club>)
- Apply to work as a tour guide for Undergraduate Admissions or any other role that will require you to communicate information in a way that is relatable to those with whom you interact.

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- Be a volunteer tutor, assisting peers or K-12 students in the community with various academic subjects.

Work with Others

Capitalize on team members' strengths • Take a collaborative stance and follow through on commitments • Work through conflict as a team

WAYS TO INCREASE YOUR TEAMWORK SKILLS:

- Collaborate with others on a course project that requires shared responsibility. Talk through any differences of opinion.
- Create a team by forming a study group with peers and lead discussions on how to work together effectively.
- Handle difficult conversations in person, showing respect for others.
- Seek out team-based volunteer opportunities like Habitat for Humanity. A good starting point to find such opportunities is [Buck-I-SERV](https://buckiserv.osu.edu/) (<https://buckiserv.osu.edu/>).
- Join a student organization that utilizes committees; volunteer to serve on one of the committees.
- Take a course that has content on group dynamics (e.g., Psychology 3325 – Intro to Social Psychology).


Take the Lead


Inspire action toward a future goal • Organize, prioritize, and delegate essential tasks • Lead others to achieve goals

WAYS TO INCREASE YOUR LEADERSHIP SKILLS:

- Take on a leadership role in a group. Request feedback from the members on your leadership skills.
- Observe the leadership behaviors of supervisors at your internship site and/or place of employment and apply those methods with any group that you lead.
- Consider volunteering to serve on a student advisory board.
- Enroll in an undergraduate leadership course (<https://ehe.osu.edu/educational-studies/hesa/leadership-courses>).
- If you have a mentor, ask questions to learn about their leadership style.
- Leadership can be demonstrated in many ways, through both informal and formal roles. If you ever stepped up to provide leadership, consider highlighting that experience when communicating with employers.

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Apply Logic

Determine a problem's root causes • Obtain, organize, and interpret pertinent data • Synthesize information from multiple sources

WAYS TO INCREASE YOUR PROBLEM-SOLVING SKILLS:

- Develop an action plan with specific steps to solve a problem.
- Offer to assist a work site supervisor with brainstorming solutions to a problem.
- Consider helping a faculty member with a research project. Learn about projects via OSU's [Office of Undergraduate Research & Creative Inquiry](https://ugresearch.osu.edu) (<https://ugresearch.osu.edu>).
- Join a student organization that is focused on addressing a problem that you feel passionate about.
- Consider working in a role that focuses on addressing operational issues (e.g., front desk assistant in a residence hall).
- Take a course that has content on reasoning and analysis methods (e.g., Philosophy 1501 – Intro to Logic and Reasoning).

Be Productive

Hold self and others accountable • Recognize priorities and integrate practices that increase personal impact • Seek assistance early when faced with roadblocks

WAYS TO INCREASE YOUR PRODUCTIVITY & PROFESSIONALISM SKILLS:

- Review tutorials on writing with a professional tone and then practice professionalism in your emails to faculty.
- Use a calendar to prioritize work/assignments and meet deadlines.
- Evaluate your social media through the eyes of an employer and determine appropriateness.
- If you have the opportunity to attend an event about dining etiquette, consider yourself lucky!
- Ask a supervisor or mentor to provide you with feedback on how you could be more professional and/or productive.
- Participate in an activity that will allow you to demonstrate your integrity and ethical behavior (e.g., serving on a committee that evaluates misconduct cases).

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Leverage Technology

Choose tools that will solve problems or increase efficiencies • Learn about new digital tools as they emerge • Be adaptable in the face of change

WAYS TO INCREASE YOUR DIGITAL TECHNOLOGY SKILLS:

- Access thousands of online training videos through LinkedIn Learning (free access available via Columbus Metropolitan Library) that includes hundreds of courses in areas such as IT, Video, Web, Design, Developer, Photography, 3D + Animation, and Audio + Music.
 - To access LinkedIn Learning for free, you must sign up for a library card with Columbus Metropolitan Library. Upon receipt of your card information, you can find the link to the login page at <https://www.columbuslibrary.org/research/> and use your library card number and PIN to log in.
- Engage with the resources available through the Digital Union. How can you use their resources to complete course projects? If you are a leader of a student organization, consider setting up a video conferencing meeting for your members-especially if a large percentage of your organization lives off campus.
- Manage social media content for a student organization or small business owner.
- Maintain a blog while studying abroad, doing ongoing volunteer work, etc.
- Learn how to use apps that are specific to the occupation in which you would like to work (e.g., Minitab).
- Create a podcast to demonstrate technical skills (e.g., audio editing) as well as other Readiness Competencies (e.g., Communicate Effectively).

Bridge Cultural Differences

Apply knowledge of cultural norms, including one's own, to inform interactions • Learn about and recognize socio-linguistic differences • Engage with differing perspectives in a productive way

WAYS TO INCREASE YOUR INTERCULTURAL SKILLS:

- Attend events sponsored by Ohio State's [Multicultural Center](https://mcc.osu.edu/) (https://mcc.osu.edu/) or [Center for Languages, Literatures, & Cultures](https://cllc.osu.edu/) (https://cllc.osu.edu/).
- Major or minor in a world language to increase your understanding of how cultural factors can impact communications with people from different countries
- Volunteer at an off-campus organization that focuses on assisting people from other countries.
- Attend events hosted by [Global Engagement](https://oia.osu.edu/get-involved/global-engagement/) (https://oia.osu.edu/get-involved/global-engagement/), a unit within Ohio State's Office of International Affairs. Their programs provide opportunities for international and domestic students to experience our diverse campus culture.
- Consider participating in the [English Conversation Program](https://oia.osu.edu/get-involved/global-engagement/english-conversation-program/) (https://oia.osu.edu/get-involved/global-engagement/english-conversation-program/), a group-based, semester-long program for American and international students that is managed by Ohio State's Office of International Affairs.

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Own Your Career

Articulate your strengths relevant to a desired position • Self-advocate for opportunities and engage in professional development • Set goals and stay nimble on your path forward

WAYS TO INCREASE YOUR CAREER MANAGEMENT SKILLS:

- Review the resume tip sheets published by [Career Success](https://artsandsciences.osu.edu/career-success/students/navigating-career-planning-process/guides-tip-sheets) (https://artsandsciences.osu.edu/career-success/students/navigating-career-planning-process/guides-tip-sheets). Update your resume to reflect the resume writing guidelines illustrated on the sample resumes. Have your resume reviewed by Career Success.
- Review job and internship postings in Handshake to compare your skills to those for which employers are recruiting.
- Meet with a Career Coach to explore options in the Career Communities that interest you and to develop an action plan for strengthening your resume in relation to your career goals.
- Participate in a mock interview to learn about the questions employers often ask when recruiting on college campuses. You can take part in a mock interview during the Interview with a Buckeye event held each semester. [Career Counseling and Support Services](https://ccss.osu.edu) (ccss.osu.edu) provides mock interviews on a weekly basis.
- Track the events hosted by Career Success here; there are many opportunities each semester to obtain advice from alumni, recruiters, and the Career Success staff.
- If working for an employer you would like to advance with, learn how to self-advocate for opportunities to enhance your skills and experiences.


Make Contributions


Devote time to a cause that you care about • Share your skills and knowledge to benefit your community • Recruit a team of peers for a community service project

WAYS TO INCREASE YOUR COMMUNITY ENGAGEMENT SKILLS:

- Take a service-learning course that explores interventions that align with the interests of the larger community.
- Visit the [Pay It Forward](https://activities.osu.edu/involvement/service_outreach/pay_it_forward/) (https://activities.osu.edu/involvement/service_outreach/pay_it_forward/) and [Community Shelter Board](https://www.csb.org/volunteers/) (https://www.csb.org/volunteers/) websites to learn about community events and programs you can support as a volunteer.
- Explore the [Buck-I-SERV](https://buckiserv.osu.edu/) (https://buckiserv.osu.edu/) website to learn about alternative break programs geared toward supporting areas where help is needed the most.
- Contact your hometown civic, spiritual or cultural institutions to find volunteer opportunities when you are at home during breaks.
- Working off campus? Ask your supervisor if the organization has community service options for staff to support.

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- Take a free training to work the [Suicide Prevention Lifeline](https://suicidepreventionlifeline.org/) (https://suicidepreventionlifeline.org/) as a volunteer (when you complete the training you must agree to volunteer for a specific amount of hours per month).


Embrace Diversity


Understand personal biases and structural inequities • Interact respectfully so all feel valued • Seek solutions that achieve equity and inclusion

WAYS TO INCREASE YOUR DIVERSITY, EQUITY & INCLUSION SKILLS:

- Build relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints.
- Attend a religious service with a friend whose faith differs from yours.
- Register for the [DICE Certificate Program](https://mcc.osu.edu/education-and-training/d-i-c-e) (https://mcc.osu.edu/education-and-training/d-i-c-e). The DICE certification is a great way to demonstrate a vested interest in diversity and intercultural engagement to future schools and employers!
- Acknowledge a marginalized group and seek out ways to learn more about that group.
- Utilize non-fiction and fiction to read about different cultural backgrounds. [The Ohio State University libraries](http://libraries.osu.edu) (libraries.osu.edu) are a great resource for researching and checking out learning resources.
- Find a [Student Organization](https://activities.osu.edu/involvement/student_organizations/find_a_student_org/) (https://activities.osu.edu/involvement/student_organizations/find_a_student_org/) that is different from how you identify and ask to attend one of their meetings. This could be culture, religious, race, sex, or anything that is just different and new for you.
- Undergrad students can add the [Diversity, Equity and Inclusion Certificate](https://artsandsciences.osu.edu/academics/programs/certificates/dei) (https://artsandsciences.osu.edu/academics/programs/certificates/dei) to their degree plan – a great way to gain the skills you'll need to thrive in the diverse workplace of today.

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Now that you have a better understanding of the skills needed to be “career ready”, an essential next step is to determine how far along you are in the development of each competency with respect to the exposure-application-enhancement continuum. Each competency is developed through a process that begins with exposure and is refined through ongoing enhancement. The following definitions and examples apply to the development of the **Take the Lead** and **Embrace Diversity** readiness competencies.

<p>EXPOSURE: involves learning about how to perform a skill through readings, lectures, viewing videos, etc.</p> <p>APPLICATION: applying the information gained during the exposure phase; practicing the skill</p> <p>ENHANCEMENT: obtaining feedback on how well you applied the skill; having the opportunity to apply the skill again to test out how well you are improving in performing the skill</p>	<p>EXPOSURE: hearing a CEO talk on campus about her success in enhancing diversity within her company</p> <p>APPLICATION: applying a course reading on enhancing diversity in corporate America to a class discussion on promoting diversity within student organizations</p> <p>ENHANCEMENT: applying ideas from the class discussion while consulting with a student organization; obtaining feedback from the organization’s president and faculty advisor on the effectiveness of the diversity plan</p>
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Use the table below to evaluate your readiness competencies and to identify ways to enhance your competencies over the next 12 months. Taking this step will provide you with the information needed to 1) describe your skills using terminology commonly used by employment recruiters and hiring managers, and 2) set goals for enhancing your skills. You may be questioning what you want to do after you graduate and thinking that skill reflection exercises like the one below are best done when one has identified a specific career goal. If this is the case, keep in mind that the readiness competencies are *foundational* competencies that will position you for success in *any* endeavor. Said another way, anywhere that you land after graduation (be it in a career-oriented job, graduate school, or an entrepreneurial role) will require application of competencies listed below. Career Success is here to help you be READY!

Competency	Current Level of Development	Ideas for Further Skill Development
Communicate Effectively	Exposure Application Enhancement	

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Work with Others	Exposure Application Enhancement	
Take the Lead	Exposure Application Enhancement	
Apply Logic	Exposure Application Enhancement	
Be Productive	Exposure Application Enhancement	
Leverage Technology	Exposure Application Enhancement	
Bridge Cultural Differences	Exposure Application Enhancement	
Make Contributions	Exposure Application Enhancement	
Embrace Diversity	Exposure Application Enhancement	

Knowing how to describe your competencies is also a skill! Log into [Handshake](https://handshake.osu.edu) (handshake.osu.edu) to schedule an appointment with a Career Coach who can:

- suggest how to describe your competencies on your resume and in cover letters
- assist with evaluating how your experiences have contributed to your skill development
- help identify new ways you can develop your RCs

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