



LEVEL UP: SKILL REFLECTION

GRADUATE STUDENT EDITION

EMPLOYERS WHO HIRE UW GRADUATES have identified a few core skills that are critical to students' success in the job search and in the workplace. There are various ways where one can develop these skills, such as:

Academics

- Course projects
- Lab/Field work
- Data collection
- Grant/Fellowship funding
- Class presentations

Activities

- Leadership Roles (on/off campus)
- Published articles
- Think pieces
- Extracurricular activities
- Non-academic public presentations

Experience

- Volunteer roles
- On/off campus jobs
- Internships
- Practicums

NOTE – This list is not exhaustive! There are endless ways to develop skills!

Review the skills below and reflect on any past experiences where you may have demonstrated that skill. Then think of ways that you will continue to develop that skill in the future.

INITIATIVE

Prepare, plan, and prioritize. Proactively look for opportunities to contribute. Be present and productive.

I have gained this skill through _____

I will continue to develop this skill by _____

ADAPTABILITY

Learn emerging tools and methodologies. Be willing to change in response to new information. Create contingency plans. View setbacks as opportunities.

I have gained this skill through _____

I will continue to develop this skill by _____

ACCOUNTABILITY

Fulfill obligations, meet deadlines, and follow through to completion. Admit and correct mistakes. Act with honesty, integrity, and humility.

I have gained this skill through _____

I will continue to develop this skill by _____

COMMUNICATION

Listen attentively. Ask thoughtful questions. Use inclusive language. Tailor content and delivery to audience.

I have gained this skill through _____

I will continue to develop this skill by _____

COLLABORATION

Relate with empathy and curiosity. Acknowledge biases. Avoid assumptions. Respectfully negotiate differences. Confidently lead. Gladly follow.

I have gained this skill through _____

I will continue to develop this skill by _____

HONOR DIVERSE PERSPECTIVES

Intentionally build inclusive teams and environments. Embrace different ideas and styles. Encourage and value others' contributions.

I have gained this skill through _____

I will continue to develop this skill by _____

CRITICAL THINKING

Gather information from diverse sources. Determine accuracy, relevance, and significance. Consider opposing viewpoints. Make data-informed decisions.

I have gained this skill through _____

I will continue to develop this skill by _____

CREATIVE PROBLEM SOLVING

Analyze the big picture. Narrowly define the problem. Generate and critique numerous solutions. Anticipate possible challenges.

I have gained this skill through _____

I will continue to develop this skill by _____

CONTINUOUS IMPROVEMENT

Assess efficiency and effectiveness. Reflect and self-evaluate. Seek feedback and opportunities to learn. Implement change intentionally and incrementally.

I have gained this skill through _____

I will continue to develop this skill by _____

Next Steps

- Use LinkedIn Learning, an on-demand video learning platform, to help you develop and enhance not only the skills described here, but other skills as well.
- To use the LinkedIn Learning tool, go to <http://www.linkedinlearning.uw.edu/>
- For a list of videos that are specific to the Level Up skills, go to <https://careers.uw.edu/level-up-build-skills-employers-want/>

