

# What Our Employers Need



A Survey of Employers Who Recruit at the University of South Florida  
Based on NACE Career Readiness Competencies

Career Services | University of South Florida  
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# Candidate Skills and Qualities

The following candidate skills and qualities were identified in the "Job Outlook 2014" report, issued by the National Association of Colleges and Employers.

(Source: <http://www.naceweb.org/s10022013/job-outlook-skills-quality.aspx>)

Employers were asked to read each item and then rank each in terms of their organization's needs for college graduates to successfully enter their workplace.

	<i>Not at All Important</i>	<i>Not Very Important</i>	<i>Somewhat Important</i>	<i>Very Important</i>	<i>Extremely Important</i>	Total Responses	USF Employers' Mean	NACE National Average	USF Employer Rank	NACE National Rank
<b>Ability to work in a team structure</b>	0	0	6	31	40	77	4.44	4.55	4	1
<b>Ability to make decisions and solve problems</b>	0	0	3	32	42	77	4.51	4.50	3	2
<b>Ability to plan, organize, and prioritize work</b>		0	2	32	43	77	4.53	4.48	2	3
<b>Ability to verbally communicate with persons inside and outside the organization</b>	0	0	0	19	58	77	4.75	4.48	1	4
<b>Ability to obtain and process information</b>	0	1	2	47	27	77	4.30	4.37	5	5
<b>Ability to analyze quantitative data</b>	0	4	13	41	19	77	3.97	4.25	7	6
<b>Technical knowledge related to the job</b>	0	6	19	29	23	77	3.90	4.01	8	7
<b>Proficiency with computer software programs</b>	0	2	11	36	28	77	4.17	3.94	6	8
<b>Ability to create and/or edit written reports</b>	1	7	23	30	16	77	3.69	3.62	9	9
<b>Ability to sell or influence others</b>	2	13	30	11	21	77	3.47	3.54	10	10

# Career Readiness Competencies

The following candidate skills and qualities were identified in the "Job Outlook 2014" report, issued by the National Association of Colleges and Employers.

(Source: <http://www.nacweb.org/knowledge/career-readiness-employer-survey-results.aspx>)

Employers were asked to read each of the following seven competencies, along with their definitions, and rate each in terms of their organization's essential need for college graduates to successfully enter your workplace.<sup>1</sup>

	<i>Not Essential</i>	<i>Not Very Essential</i>	<i>Somewhat Essential</i>	<i>Essential</i>	<i>Absolutely Essential</i>	USF Employers' Mean Response	USF Employers: Percent Essential / Absolutely Essential <sup>2</sup>	NACE National Percent Essential / Absolutely Essential <sup>2</sup>	USF Employer Rank <sup>2</sup>	NACE National Rank <sup>2</sup>
<b>Critical Thinking / Problem Solving</b>	0	0	3	40	34	4.40	96.1%	96.3%	2	2
<b>Oral / Written Communications</b>	0	0	4	32	41	4.40	94.8%	91.6%	3	3
<b>Teamwork / Collaboration</b>	0	1	5	24	47	4.52	92.2%	90.0%	4	4
<b>Information Technology Application</b>	0	2	20	35	20	3.95	71.4%	72.0%	5	5
<b>Leadership</b>	0	5	39	21	12	3.52	42.8%	55.9%	7	6
<b>Professionalism / Work Ethic</b>	0	0	1	16	60	4.77	98.7%	97.5%	1	1
<b>Career Management</b>	0	6	28	31	12	3.64	43.0%	45.0%	6	7

<sup>1</sup> - Total Responses for All Questions = 77

<sup>2</sup> - Comparisons for USF and NACE use Essential / Absolutely Essential for these calculations.

# Career Readiness Competencies

Each Career Readiness was accompanied by a definition, provided here:

**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.

**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.

**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.

**Information Technology Application:** Select and use appropriate technology to accomplish a given task. The individual is also able to apply computing skills to solve problems.

**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.

**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.

**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.



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