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|  | **IGNITE BI-WEEKLY NEWSLETTER****November 28, 2017** |

Starting now until the new year, Ignite’s bi-weekly newsletters will be themed around a Career Competency (communication, critical thinking and problem solving, teamwork and collaboration, professionalism and work ethic, and career management). This week’s theme is Communication!

**Ignite Hiring Period Officially Over**

The hiring period for work study officially ended on Wednesday, November 15. Congratulations to all students who have been employed through Ignite! This year saw the highest number hired students, with over 500 students working on campus.

If you have never worked at the University of Windsor before, you will need to get an employee number by submitting a [Student Hiring Package](http://www1.uwindsor.ca/hr/employment-services-student-employees) to Human Resources. You won’t be paid until you get an employee number, so make sure you complete this very important step!

Now that you have been hired, please keep in mind that you will need to complete an Initial, Midpoint, and Final check-in with your employer. The Check-In forms are available on [mySuccess.](success.uwindsor.ca)

**Developing Your Skills: Communication**

Your work study position is a great opportunity for you to develop your skills and explore what you do and don’t like in a job. On the other hand, your UWindsor education will provide you with the functional or technical knowledge required to perform in your chosen field. In addition to this knowledge, organizations are also looking for candidates that have a number of core competencies. Communication skills are especially important in today’s workforce.

**Did you know…**

**93% of employers consider communication to be an important skill to have in the workplace**

**A survey of 600 employers ranked communication skills, on average, twice as important as managerial skills**

Verbal, non-verbal, written, and listening are just a few examples of communication skills. When you are a strong communicator, you are able to effectively and appropriately articulate ideas and information to a wide range of audiences. No matter what, any job that you have will require you to talk to at least a few, if not a large number of people.

You are already demonstrating communication skills in your classes and in your Ignite position. Most jobs will require effective communication skills. When you are applying for a job, think critically about ways in which you have used your communication skills. Did you participate in class, complete group projects, write lab reports, essays, or midterms? Then you’ve already got several examples of ways in which you’ve demonstrated this skill!

**Communication Skills In Action**

If you selected Communication as the competency you’d like to develop at your Initial Check-In, or if you’re looking to improve your communication skills, consider doing the following in your Ignite role:

* Ask your supervisor for tasks that require direct communication with others: answering telephones, writing emails, or delivering presentations to groups of people
* If your colleagues or supervisor are writing major reports, ask if you can assist with it by researching articles and summarizing them, or writing/reviewing parts of the report
* When conversing with colleagues, use effective active listening skills by asking questions and paraphrasing
* Be mindful of your body language. This one may seem obvious, but our body speaks for itself. While folding your arms may be a natural stance for you, it signals to others that you’re not interested in what they’re saying.
* Use proper email etiquette. Remember to use professional salutations, and avoid using slang and emoticons when emailing others.
* The [Passport to Professionalism](http://willamette.edu/offices/careers/students/passport/index.html) has several modules related to communication: communicating face-to-face, written communication, and using phones.

Remember, you will get out of your Ignite role what you put into it. If you’re not putting a lot of effort into developing certain skills, chances are you won’t develop much by the end! Working on-campus is a unique opportunity for many students, so take advantage of everything the role has to offer you.

**Want to Read More?**

Check out the following additional resources:

**How To Overcome Language Barriers As An International Student** *“The most significant challenge many of these students face upon arriving in Canada is how to overcome language barriers at school or work…”* [Read more](https://talentegg.ca/incubator/2013/06/27/how-to-overcome-the-language-barrier-as-an-international-student/)

**8 Secrets Of Great Communicators** *“Apply these strategies and watch your communication skills reach new heights..”* [Read more](https://www.forbes.com/sites/travisbradberry/2016/07/19/8-secrets-of-great-communicators/#1ad618e30297)

**Study: 73% of Employers Want Candidates With This Skill** *“Data shows that strong writing skills make candidates more favorable…”* [Read more](https://www.inc.com/kaleigh-moore/study-73-of-employers-want-candidates-with-this-skill.html)