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Communication Classes That Help With Employment

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2020
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Communication Classes That Help With Employment

Abstract

The reasoning for this paper is to influence you to take communication classes not only for credits or units for your major, but to further your knowledge, skills, and experience as a person. To start off this paper I talk about an interview with a manager about interviews and resumes. Then I talk about all of the communication classes that you can take and how it helps. These communication classes that are mentioned in this paper will help you the most in your employment wherever that may be. This paper will go over what employers look for in you as well as what will help you during employment. I will also talk about 4 skills that you will learn when taking communication classes (problem solving skills, the ability to work in a team setting, communication skills, and adaptability). The Communication classes that will be vital to take are Communication 490, Communication 206 Group communication, Communication 110 public speaking, Communication 120 and 322 intercultural communication, and Communication 324 nonverbal communication. There are many more classes that you can take and all of them will help. The communication department is willing to help you with your future and are very nice. Making the communication major an all around great choice in a major.

In today's world employers are looking for the best of the best of the best. It is a competition between you and your fellow humans. There can be multiple people going for the same position you're going for. So you have to stand out. One of the ways is dressing the part which everyone should know. The other part is having an awesome resume that outlines your best features, as well as giving your work history. Most employees will go through thousands of resumes. If your resume looks plain or has limited information you will be passed over even if you are qualified. You have to sell yourself and your skills. Your best features can take many different forms. Those features should include your skills that you have and have learned. The number one skill you should have on your resume is problem solving skills. Employers seek that out the most. Next up is the ability to work in a team setting. The third skill is communication skills. The fourth skill is adaptability. These four skills you can learn in communication classes and you should learn these skills. I will also be an example about how communication classes can help out in different employment opportunities.

To start off that paper I will talk about an interview I had with a manager about interviews and resumes. This manager's name is Julie and she is actually my current manager at our current job. We both work in a shooting range. She has conducted a couple hundred interviews since she started. Which I think makes her perfect to ask questions. The question I have asked her is: What do you look for first when conducting an interview?, What do you look at when looking at a resume?, How do you pick and choose resumes?, In an interview what skills do you absolutely have to have?, As a manager giving interviews how do you feel?, Is there anything you would like to say to people who are going to be interviewed? This should help you understand how interviews typically work, however every interview and interviewer are different in some way.

Cole: "What do you look for first when conducting an interview? What do you look at when looking at a resume? How do you pick and choose resumes?"

Julie: "Interviewing any individual requires a process. Each manager looks for a specific trait and experiences. Each resume that I choose will be based on the qualifications needed for the position. I will typically read through resumes first to see if each individual is qualified for the position. Having a cover letter is also a big plus because it creates more of a personal level setting rather than just reading into a resume. After that I come up with hypothetical questions based on the positions they are interviewing for. I pay attention to how each question is answered because it gives me the ability to know whether or not they are a good fit."

Julie: "During the interview process I look closely at the individuals manners (i.e handshake, eye contact, posture). These things are very important because it shows me what type of mannerism one person has."

Cole: "In an interview what skills do you absolutely have to have?"

Julie: "I do not look for a specific skill because I do not want to be biased towards all the applicants. Each person is unique and can acquire all the skills needed for the position, but might not be a good fit for the company. An individual can have none of the skills needed for the position, but a good fit for the company. I believe that each individual can be taught and does not have to have a specific skill to succeed."

Cole: "As a manager giving interviews how do you feel?"

Julie: "Every manager has a different mentality when it comes to conducting interviews. As for me it is still nerve wrecking even though I have conducted interviews quite a few times. Eventually it will get easier but it's sometimes difficult because I never know what to expect. At times, it's easy because I come across individuals that are pretty easy going, which makes the interview fun and exciting. There are times when I just want the interview to end because the applicant is just so boring. I know that they depend on me to choose them over the other applicants and part of me takes that to heart. I wish I can just say "yes you're hired." To everyone I interview, but it is not the case."

Cole: "Is there anything you would like to say to people who are going to be interviewed?"

Julie: "Yes, be truthful and be yourself. Do not try so hard to be liked, because we as interviewers can sense that. Everything should come natural to your personality. I know interviews make everyone nervous even more so when there are three people interviewing you. Do not over exaggerate answers to questions you are asked be on point with your answers. Always ask your possible employer questions about the position and expectations. Make sure to make eye contact with the employers and make sure to arrive on time."

This was some good advice given by Julie. This advice should help you with any interview that you may have in the future. This is one of the ways you can be more comfortable and confident in interviews.

For the job you want it will be different compared to others. The main job I was basing this paper on was Law Enforcement. Most people do not see police work as a good basis for communication, but on the contrary it uses so many communication skills that other jobs don't look for. A good example of this is nonverbal communication. Communication 324 is nonverbal communication which might add one of the most interesting communication classes that you can take. Most people would not take it for the betterment of your future career but in fact it could help out with being a manager. Dr. Hull, Raymond wrote a paper called *The Art*

of Nonverbal Communication in Practice in which it says “Experts in interpersonal communication have estimated that nonverbal communication constitutes approximately 70 percent of what is involved in communication. In other words, only about 30 percent of communication involves the actual words that we use.” The ability of reading nonverbal cues is already a part of you so why not hone in on that amazing skill.

These skills are essential for employment, but the first skill that everyone should have is problem solving. Problem solving skills you can learn from pretty much anything. You learn it when you're a kid and continually learn it as you grow older. You learn that the circle fits in the circle hole and the rectangle fits in the rectangle hole. One plus one is two. I can go on and on. Most classes require you to solve problems in order to get a grade. To tie into employment, you need a resume and if you need to learn a good way to make a resume then take communication 490. You learn all about how to make a resume. It is a good way to solve problems that you are having. If you have a problem then you take a class to learn about it. Communication 490 is one of the last classes you take as a communication major but it is one that will set you up for success in life. This paper is being written for this amazing class which solves a problem for me. You also go through main workshops that also set you up for success. Even though it is one of the last classes that you take as a communication major it is still good stuff to know and will help you solve problems for the future.

As for working with a team and communication you can learn for communication classes. In most communication classes you have to work in a group, there is even a class called communication 206 Group communication. In group communication you learn what makes up a group for example how many people needed to make a group, the fundamentals of working in a group for example the amount of work that is spread out, different characters that you need to make an effective group for example the leader and time scribe, different kinds of groups for example sports groups, crowds, or interpersonal relationships. I have learned so much from communication classes. Many of these things that you learn for these classes can be applied to work or a career. If you want to get paid more it looks really good when you can work with a group efficiently, which can move you to Manager material. In an article by Encyclopedia.com written by Mark Aakhus, “The study of group communication often challenges folk wisdom. It is a common belief, for example, that more communication is better. Research suggests, however, that group discussion leads to the polarization of opinions; that is, group decisions tend to be either more cautious or more risky after group discussion of a choice. This occurs because group members want to appear correct, which leads them to exaggerate their positions in the direction that the group favors. Shifts toward more risky or cautious decisions also occur because group members tend to present more arguments that support the direction that the group favors. More communication is not in principle better than less communication. The

point of studying group communication is to provide insight into the sometimes hidden aspects of groups. Group communication is one of the big ones to learn and most people can take the time to take this class.

Group communication is not the only class that can help you learn. You also have public speaking, interpersonal, intercultural, and many more to help you communicate with everyone. For many people public speaking is one of the scariest things you can do other than killing a spider funny enough. I talk to a lot of people at different times and you get used to it, you will feel the same way when you take the Communication 110. You will not only get to speak to your peers publicly, but you will also gain camaraderie with these classmates. You will also get more confidence in your life. I used to be afraid and sometimes still am of public speaking but I have the knowledge and confidence to effectively speak to a crowd. According to Laura Spencer on 18, June 2018 from business.tutsplus.com "Public speaking is important in both business, education, and the public arena. There are many benefits to public speaking whether you're an individual or a business." If you have good communication skills and can talk to different cultures and get a point across you will be very valuable. Employers like it when you can efficiently talk to other cultures. Not only do you need to communicate to other cultures but maybe to a big crowd. Employers need someone to take charge and talk to a big crowd of people. You can also take intercultural communication which can also be a big help with different cultures and public speaking. Communication 120 and 322 will not only help you with employment but can also help you with traveling in your free time and daily life. The ability to communicate to different cultures is very important especially to employers that might need assistance with other cultures. You can always get a translator to help communicate but knowing how a culture operates can make or break a deal or any other kind of thing. You also learned about monochronic and polychronic time. Polychronic time is where several things can be done at once, and a wider view of time is exhibited. Monochronic time means that things are done one at a time and time is segmented into small units. Time is scheduled, arranged, and managed. Most employers are wanting someone who can manage their time so that they can be as productive as possible. It can also tell an employer if you are going to be early to work or later for work. If you are on time you are considered later to some employers, that's why I left out on time.

The fourth skill is adaptability. Employers know that you are able to work not only in your department but somebody else's department as well. They want to know that you're able to do everyone's job if needed. This shows resiliency, communication skills between departments, and manager skills. Employers love it when you can help out everywhere. Adaptability can be learned in a group communication class. In that class you have to adapt to different situations, characters, and teams. In Communication 206 Group communication like in the beginning of the paper is probably one of the most

helpful classes that can teach most of the skills employers. In a paper called *Communication in Small Group Settings* by Gay Su Pinnell she said "Both past and present societies have valued the ability to talk effectively with others. The "business of life" is conducted through human interaction between two or more individuals. In all kinds of social settings, including families, churches, businesses, and schools, decisions are negotiated through group discussion." In Layman's terms this group communication can work for just about everything and it is the gift that keeps giving. You will not be disappointed with the skills you learn from group communication. In a group communication class you would need skills within that class to help you succeed. Rachel Shipley from Study.com has a lesson called Skills & Activities for Effective Group Communication in it she says "you need to be a good listener, be aware of nonverbal cues in yourself and others, keep your emotions and stress in check, and work to understand and empathize with others." You should excel in all of those to make group communication easier and painless. I like group work, it is one of my favorite things in the communication department. You do not have to do everything, if you have a question you can ask your team mate, and you not only get to communicate with peers but you can also gain friendships. If there is anything that you take away from this paper it is that you should take a group communication class to better yourself for the future.

The ability to hit all of these skills will not only make you an efficient employee, but a more rounded person in the long run. You can get all of these four skills you will nail your resume and your interview given you're wearing a nice suit. Problem solving skills, the ability to work in a team setting, communication skills, and adaptability are the four most sought after skills an employer is looking for, which can be learned through a communication degree. With the help of the interview from Julie and all of the helpful insight in what an interview goes through. With a Communication degree you can learn more than those four skills, you can learn so much more including nonverbal communication. All of these classes Communication 490, Communication 206 Group communication, Communication 110 public speaking, Communication 120 and 322 intercultural communication, and Communication 324 nonverbal communication, are the bread and butter that will make your future bright.

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