WORKPLACE SKILLS

Personal Safety - Demonstrates personal safety skills
Follows Directions - Follows employer established policies and business practices
Resource Allocation - Identifies, leverages and distributes money and materials effectively and efficiently
Customer Service - Responds quickly to the needs of customers and achieves customer satisfaction

SOCIAL SKILLS

Oral Communication - Clearly, effectively and convincingly expresses ideas and messages to others
Teamwork - Creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills
Leadership - Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible
Conflict Management - Negotiates to resolve or mediate conflict; avoids potential or perceived conflict
Self-Advocacy - Asserts self when necessary

MENTAL SKILLS

Written Communication - Applies reading, writing, math and scientific principals and procedures
Decision Making - Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals
Initiative - Applies self-motivation and self-direction to learning
Technology Savvy - Applies existing and emerging media and computer application skills
Attention to Detail - Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or service
Organization - Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations
Information Gathering - Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes and communicates information
Problem Solving - Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations

SELF-MANAGEMENT SKILLS

Pride in Work - Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve
Self-Discipline - Demonstrates self-discipline and self-control
Independence - Works independently; creates relationships with mentors and supervisors that support success
Perseverance - Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks
Stress Management - Balances school, home, work and community activities
Adaptability - Manages transitions and adapts to changing situations and responsibilities
Integrity - Trustworthy, honest and comprehends ethical courses of action
Professionalism - Uses appropriate judgment; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment, dresses appropriately, speaks politely
Work Ethic - Punctual with good attendance; does not abuse drugs; maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility

LEARNING STRATEGIES

Intellectual Risk Taking - Develops a healthy balance of mental, social/emotional and physical well-being; understands that life-long learning are necessary for long-term career success; willingness to work and learn and continually apply new knowledge
Appreciation of Diversity - Embraces diverse views and varying perspectives; demonstrates empathy and respect for others
Self-confidence - Possesses belief in own ability to succeed
Sense of belonging - Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization
Career Path - Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path

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