Indiana employers want highly-skilled employees. Developing these 18 Employability Skills can help you land your dream job!

**MINDSETS**

**Lifelong Learning**
Demonstrate willingness to work and learn, and continually apply new knowledge.

**Possess belief in own ability to succeed and assert self when necessary.**

**SELF-CONFIDENCE**

**LEARNING STRATEGIES**

**Effective Communication**
Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

**Decision-Making**
Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.

**Initiative**
Apply self-motivation and self-direction to work and learning.

**Attention to Detail**
Achieve thoroughness and accuracy when accomplishing a task.

**APTITUDE & Awareness**
Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.

**Problem Solving**
Apply critical and creative thinking skills to resolve problems.

**SOCIAL & EMOTIONAL SKILLS**

**Connection**
Demonstrate the ability to network with others through social awareness and cultural sensitivity.

**Regulation**
Recognize and manage one's emotions.

**Collaboration**
Work well with others in a team.

**WORK ETHIC**

**Self-Discipline**
Successfully carry out expectations with minimal supervision.

**Demonstrate self-control and behave in accordance to rules with minimal direction.**

**Independence**

**Perseverance**
Demonstrate endurance and capacity to complete tasks.

**Time Management & Organization**
Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

**Manage transitions and adjust to changing situations and responsibilities.**

**Integrity**
Act in a trustworthy and honest manner.

**Adaptability**
Demonstrate skills and behaviors appropriate for school and work.

**Professionalism**

Want to learn more?
www.employabilityskills.in.gov