

Do **you** have what employers are looking for?

Skills/Competencies

Reading - Comprehends written material and take appropriate action

Speaking - Expresses ideas clearly and concisely to individuals and groups; has good customer communication skills; gives clear directions

Writing - Spells correctly; writes legibly; expresses ideas clearly and concisely; fills out forms properly

Listening - Comprehends what is said and takes action

Math Computation - Accurately applies basic math skills (addition, subtraction, division, multiplication, fractions, and percentages)

Problem Solving - Identifies the source of a problem; demonstrates good common sense; is creative and innovative

Information Management & Technology - Uses computers to process information; familiar with common technology applications and tools in the workplace

Knowing How to Learn - Self-teach new skills; seeks and uses new information appropriately

Applying What is Learned - Possess high-level skills such as reasoning, analysis, and problem solving

Working with Others - Works as a productive team member; able to share information

Business Process - Eager to learn the principles of business

Looking for Work - Identifies job opportunities, to complete a job application, to prepare a resume, and to promote himself/herself during an interview

Work Attitudes

Responsible/Self Disciplined - Self-starter; committed to and accountable for work assigned; does more than the bare minimum; is a loyal employee

Wants to Learn/Pride in a Job Well Done - Flexible, willing, and able to respond to changes in work assignments or learn new technologies; willing to adjust work until it is correct

Safety-Conscious - Puts safety first in every aspect of the job; takes responsibility for own actions; notices and corrects unsafe situations; always uses safety procedures; concerned for the safety of others

Manages Stress and Personal Problems - Deals with job pressure in a positive way; does not let personal problems interfere with work

Positive Outlook - Views the good in situations and works constructively to solve problems; positive self image; self-confident; sets personal goals

Follows the Rules - Performs tasks in a prescribed manner; does not break rules but helps management modify rules as needed

Good Team Member - Shares information; works well and credits (praises) others; puts the team above personal interests

Respects Others - Good manners; shows common courtesy; appreciates multicultural diversity

Willing to Earn Rewards - Sees long term results of efforts on the job and puts in time and effort before expecting a promotion

Work Ethic

Honesty and Integrity - Bases actions on a personal set of values; can be trusted to follow the rules even when supervisors are not present; trustworthy

Good Manners - Always shows courtesy and respect toward others

Accepts Advice, Supervision, Criticism - High self-esteem and does what is asked; accepts criticism and uses it to improve future performance

Dependability/Follow Through - Works diligently to complete tasks, alerts supervisor to problems or delays so there are no surprises about work not being done

Good Attendance/On-Time - Can be depended upon to be at work; ready to begin work on time

Accuracy of Work/No Waste - Careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards

Pride & Productivity in Work - Shows initiative and ambition; figures out how to get the job done; works as efficiently as possible to get the job done well



For more information
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