

Do *you* have what employers are looking for?

Skills/Competencies

Reading

Able to comprehend 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

Able to comprehend what is said and take action

Math Computation

Able to accurately apply basic math skills (addition, subtraction, division, multiplication, fractions and percentages)

Problem Solving

Can identify the source of a problem; demonstrates good common sense; is creative and innovative

Information Management & Technology

Able to use computers to process information; familiar with common technology applications and tools in the workplace

Knowing How to Learn

Able to self-teach new skills; able to seek and use new information appropriately

Applying What is Learned

Possesses high-level skills such as reasoning, analysis, and problem solving

Working with Others

Able to work as a productive team member; able to share information

Business Process

Eager to learn the principles of business

Looking for Work

Able to identify job opportunities, to complete a job application, to prepare a resume, and to promote himself/herself during an interview

Work Attitudes

Responsible/Self Disciplined

Is a 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

Is flexible, willing, and able to respond to changes in work assignments or learn new technologies; is 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; is 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; has a positive self image; is 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

Has good manners; shows common courtesy; appreciates multicultural diversity

Willing to Earn Rewards

Able to see long term results of efforts on the job and put 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

Has 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

Is 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; is ambitious; figures out how to get the job done; works as efficiently as possible to get the job done-well



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