



EMPLOYABILITY SKILLS

VALUED BY TODAY'S EMPLOYERS

TEAMWORK



Including Conflict Resolution

Work cooperatively with others to complete work assignments and achieve mutual goals.

COMMUNICATION



Written and Digital

Use proper language to ensure written, emailed, or digitally-created work is clear, direct, courteous, and grammatically correct.

SCRUTINY



Attention to Detail

Take care to self-check the detail, craftsmanship, and completion of all work tasks.

DECISION MAKING



Weighing Outcomes

Consider relative costs and benefits of potential actions to choose the most appropriate one.

ADAPTABILITY



Flexibility

Understand workplace change, structures, and variety to be open to new ideas and handle ambiguity.

ACCOUNTABILITY



Reliability & Dependability

Understand commitment, time management, and follow through to ensure a professional team functions properly to meet collective goals.

PLANNING



Organizational Skills

Understand time management to plan effectively and accomplish assigned tasks.

GROWTH MINDSET



Perseverance

Learn from challenges, setbacks, and failure to adapt strategies and continue efforts to achieve personal goals with a positive attitude.

COMMUNICATION



Listening and Speaking

Give full and patient attention to others, and use clear language while speaking, responding, asking appropriate questions, and sharing ideas.

CONDUCT



Professionalism at Work

Act in a professional manner towards others, respecting company policies regarding language, relationships, and attire.

PROBLEM SOLVING



Generating Solutions

Use critical thinking skills to generate and evaluate solutions as they relate to needs of the team, customer, and company.

CRITICAL THINKING



Analyzing Options

Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

INITIATIVE



Self Drive & Work Ethic

Understand goal setting and the impact of personal actions in the achievement of professional goals.

CULTURAL COMPETENCE



Social Perceptiveness

Understand diversity and inclusion to work and communicate effectively across a multitude of abilities, cultures, and backgrounds.

INNOVATION



Invention & Entrepreneurial Spirit

Understand the process of idea generation, design thinking, and business development to introduce and process new and effective ideas.