

Seven Keys to Employability

1. Personal Qualities

Valued workers:

- Are honest and motivated
- Exhibit a good attitude
- Have personal and career goals
- Have confidence in themselves
- Adapt to change
- Are flexible

2. Thinking Skills

Valued workers:

- Are creative and innovative
- Reason and make objective judgments
- Plan and organize work
- Make informed decisions
- Solve problems

3. Working With Other People

Valued workers:

- Accept authority and supervision
- Are team players
- Are friendly, cooperative, and tactful
- Can lead and teach others
- Respect the rights and property of others
- Accept and give constructive criticism
- Respect diversity

4. Basic Skills

Valued workers:

- Ask questions and listen well
- Express themselves clearly
- Read and understand written information
- Write well to communicate ideas and information
- Do basic computations and solve math problems

5. Job-Related Skills

Valued workers:

- Care for tools and materials
- Complete work on time
- Follow directions
- Stick with a task
- Work neatly and accurately
- Work to improve their performance
- Give their best effort to the job

6. Workplace Know-How

Valued workers:

- Are assertive when necessary
- Are reliable and dependable
- Accept responsibility
- Show initiative
- Show pride in their work
- Work well without supervision
- Seek help when needed
- Notify supervisors of absences
- Are punctual and have good attendance

7. Health and Safety Habits

Valued workers:

- Dress appropriately
- Practice good personal hygiene
- Follow safety rules
- Have good health habits

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