

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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