

Career Readiness & Employability Standards

MINDSETS

Intellectual Risk Taking – Develops a healthy balance of mental, social/emotional and physical well-being; understands that life-long learning are necessary for long term career success; willingness to work and learn and continually apply new knowledge.

Appreciation of Diversity – Embraces diverse views and varying perspectives; demonstrates empathy and respect for others.

Self-confidence – Possesses belief in own ability to succeed

Sense of belonging – Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization.

Career Path – Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path.

SELF-MANAGEMENT SKILLS

Pride in Work – Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve.

Self-Discipline – Demonstrates self-discipline and self-control.

Independence – Works independently; creates relationships with mentors and supervisors that support success.

Perseverance – Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks.

Stress Management – Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieve deadlines.

Time Management – Prioritizes and balances school, home, work and community activities.

Adaptability – Manages transitions and adapts to changing situations and responsibilities.

Integrity – Trustworthy, honest and comprehends ethical courses of action.

Professionalism – Uses appropriate judgement; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment; dresses appropriately, speaks politely.

Work Ethic – Punctual with good attendance; does not abuse drugs; maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility.

LEARNING STRATEGIES

Written Communication – Applies reading, writing, math and scientific principals and procedures.

Decision Making – Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals.

Initiative – Applies self-motivation and self-direction to learning.

Technology Savvy – Applies existing and emerging media and computer application skills.

Attention to Detail – Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or serviced.

Organization – Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations.

Information Gathering – Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes and communicates information.

Problem Solving – Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations.

SOCIAL SKILLS

Oral Communication – Clearly, effectively and convincingly expresses ideas and messages to others.

Teamwork – Creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills.

Leadership – Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible.

Conflict Management – Negotiates to resolve or mediate conflict; avoids potential or perceived conflict.

Self-Advocacy – Asserts self when necessary.

WORKPLACE SKILLS

Personal Safety – Demonstrates personal safety skills.

Follows Directions – Follows employer established policies and business practices.

Resource Allocation – Identifies, leverages and distributes money and materials effectively and efficiently.

Customer Service – Responds quickly to the needs of customers and achieves customer satisfaction.