



Employability Skills

Important Attributes

Employers are Looking for...one who...

HAS A POSITIVE ATTITUDE

(Don't be negative. Or worse, look like you couldn't care less.)

WORKS WELL WITH OTHERS

(Including those who may not be your favorite...)

FOLLOWS DIRECTIONS

(The first time.)

SHOWS UP FOR WORK EVERY DAY ON TIME

(How's that school attendance of yours?)

RECOGNIZES PROBLEMS AND FINDS SOLUTIONS

(Doesn't have to be told every little thing...)

MANAGES TIME EFFECTIVELY

(Time to get organized.)

APPLIES GOOD LISTENING SKILLS

(Stop checking your phone and pay attention.)

CAN PASS A DRUG OR BACKGROUND TEST

(Duh.)

DRESSES APPROPRIATELY FOR WORK

(Save your yoga pants and flip-flops for later...)

EXPERIENCE IN FIELD RELATED TO POSITION

(Job shadowing, internships, volunteer work...)

HAS EARNED A HIGH SCHOOL DIPLOMA

(At minimum.)

HAS EARNED A COLLEGE DEGREE OR ADVANCED TRAINING

(Much better.)

**Do
you**

got skills?