

Employability Skills Checklist

1-Applied Academic Skills

- Reading skills: students interpret written instructions or project directions and constructing responses
- Writing skills
- Math strategies and procedures
- Scientific Principles and procedures

2-Critical Thinking Skills

- Thinks creatively
- Thinks critically
- Makes sound decisions
- Solves problems
- Reasons
- Plans and organizes

3-Interpersonal Skills

Understands teamwork and works with others, responds to customer needs, exercises leadership, negotiates to resolve conflict, and respects individual differences.

4-Personal Qualities:

Demonstrates responsibility and self-discipline, adapts and shows flexibility, works independently, demonstrates willingness to learn, demonstrates integrity, demonstrates professionalism, takes initiative, displays positive attitude and self-worth and takes responsibility for professional growth.

5-Resource Management

- Manages time, money, resources & personnel

6-Information Use

- Organizes, uses, analyzes, communicates information

7-Communication Skills

- Listens actively
- Comprehends written material
- Conveys information in writing
- Observes carefully

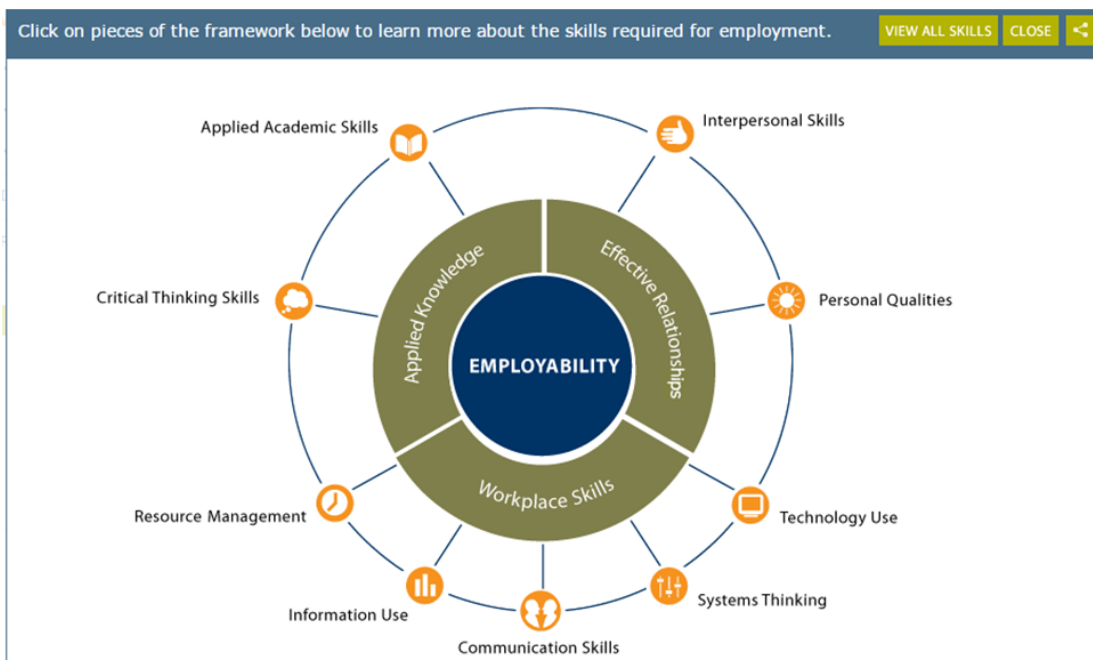
8-Systems Thinking

- Understand and uses systems
- Improves systems

9-Technology Use

- Understand and uses technology

Modified from CCRS Center, GTK Center, and RTI International



<http://cte.ed.gov/employabilityskills/index.php/framework/#>
<http://www.ccrscenter.org/implementation-tools/integrating-employability-skills>