



ESSENTIAL WORKPLACE SKILLS DEFINITIONS

PRE-EMPLOYMENT SKILLS

Job Seeking Skills:

Develops a job search plan that includes collecting important information to complete an application or write an effective resume. Seeks job leads through appropriate avenues. Prepares for job interviews and conducts follow-up on all employer contacts.

Personal Preparedness:

- Alcohol and Drug-Free:
Makes the personal decision to not use tobacco, alcohol and other drugs.
- Good Hygiene:
Bathes or showers daily, washes hair, brushes teeth and wears clothing that is clean and appropriate.
- Health/Wellness:
Knowledgeable about the value of good nutrition, the need to exercise and reduce stress to achieve a healthy balance in work and life.

Self Esteem:

Believes in own self-worth and maintains a positive view of self. Demonstrates knowledge of own skills and abilities.

Teamwork Skills:

Works cooperatively with others and contributes to a group through ideas, suggestions and effort. Demonstrates competence by doing one's own share of tasks necessary to complete a project. Encourages other team members by listening, responding and building on individual team effort.

Arithmetic/Computation Skills:

Able to perform basic computations; uses basic math concepts such as whole numbers and percentages in practical situations and is able to make reasonable estimates of arithmetic results without using a calculator.

Computer Skills:

Knowledge and ability to utilize computer and related technology efficiently.

Digital/Social Media Etiquette:

Adhering to high standards when using web-based and mobile technologies to turn communication into interactive dialogue, social interaction and personal/professional content.

Listening Skills:

Receives, processes, interprets and responds to verbal messages and other communication, such as body language, in ways that are appropriate to the purpose of the situation.