

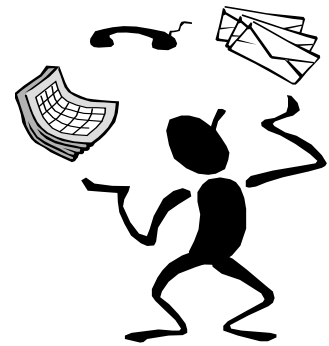
Employability Skills

Developing Employability Skills

- ✓ Employers' dissatisfaction with young job applicants is not primarily due to inadequate technical knowledge or skill. A review of the literature indicated employers have no quarrel with the skill performance of today's graduates, but they do have serious reservations when it comes to nontechnical abilities.
- ✓ Nontechnical abilities – employability skills – the attributes of employees, make them an asset to employers
- ✓ Employers place greatest importance on employee attitudes and basic skills over job-specific skills.
- ✓ The primary concern of more than **80%** of employers was finding workers with a **good work ethic, appropriate social behavior**, who were **reliable**, and had a **good attitude**.
- ✓ Employers expect to train new employees in company-specific procedures and to acquaint them with the behavioral norms, standards, and expectations of their workplace. They often provide training in job-specific technical skills as well. But they are insistent in their conviction that colleges should take most of the responsibility for equipping young people with general employability skills.

Basic Skills:

- ☆ Oral Communication – speaking & listening
- ☆ Reading – understanding and following instructions
- ☆ Basic Arithmetic
- ☆ Writing – appropriate word choice at a sophisticated level, grammar, punctuation, ability to articulate thoughts



Higher-Order Thinking Skills:

- ☆ Problem Solving – the ability to have a plan A, B, and C
- ☆ Strategic Skills – short term and long term thinking
- ☆ Creative – innovative thinking
- ☆ Decision Making – able to stand behind the decision made with conviction and confidence

Affective Skills & Traits:

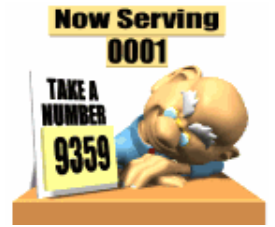
- ☆ Dependability & Responsibility
- ☆ Positive Attitude Towards Work
- ☆ Conscientiousness, Punctuality, Efficiency
- ☆ Interpersonal Skills – cooperation, working as a team member
- ☆ Self-Confidence – positive self-image
- ☆ Adaptability – flexibility
- ☆ Enthusiasm – self-motivation
- ☆ Self-Discipline – self-management
- ☆ Appropriate Dress – grooming & attire
- ☆ Honesty
- ☆ Integrity
- ☆ Ability to Work without Supervision



OVER

Not Hiring: employers discharge or fail to promote most employees because of behaviors reflecting an inadequate work value or attitude rather than because of deficiency in job skills or technical knowledge

- ☆ Poor attitudes, lack of self-confidence
- ☆ Lack of goals, poorly motivated
- ☆ Lack of enthusiasm, lack of drive
- ☆ Little evidence of leadership potential
- ☆ Lack of extracurricular activities
- ☆ Excessive interest in security and benefits, unrealistic salary demands & expectations



Employability Skills Profile: What are employers looking for?

- ☆ Learning – continue to learn for life (professional and personal development)
- ☆ Initiative, energy, and persistence to get the job done
- ☆ Ability to set goals and priorities in work and personal life
- ☆ Accountability for actions taken
- ☆ A positive attitude toward change
- ☆ Recognition of and respect for people's diversity and individual differences



Time for Action: Need to be able to **prove** these skills through college experiences

- ☆ Communication skills that demonstrate solid oral, written, and listening abilities
- ☆ Presentation skills, including the ability to respond to questions and serious critiques of your materials
- ☆ Computer/technical aptitudes at the level required for the position being filled
- ☆ Leadership skills, or the ability to take charge or relinquish control according to the needs of the organization; closely aligned with possessing management abilities
- ☆ Team skills, the ability to work cooperatively and collaboratively with different people while maintaining autonomous control over some assignments
- ☆ Interpersonal abilities that allow a person to relate to others, inspire others to participate, mitigate conflict
- ☆ Personal traits including showing initiative and motivation, being adaptable to change, having work ethic, being reliable and honest, possessing integrity, knowing how to plan and organize multiple tasks
- ☆ Critical thinking/problem solving – the ability to identify problems and their solutions by integrating information from a variety of sources and effectively weighing alternatives
- ☆ Intelligence and common sense
- ☆ Willingness to learn quickly and continuously
- ☆ Work-related experiences in college that provide an understanding of the workplace and allow you to apply classroom learning

Kathleen Cotton, NWREL (Northwest Regional Educational Laboratory), November 1993

Contact Information:

Director: Jennifer Wright (Jennifer.Wright@ucf.edu)
Office Location: Ferrell Commons Room 142
Office Phone: 407-823-3477
Office Web-Site: <http://www.ied.sdes.ucf.edu>



Office of Student Rights and Responsibilities
Division of Student Development and Enrollment Services
Funding Assistance from the Student Government Association

