

GETTING A JOB

A horizontal orange glow effect is positioned below the text, consisting of a thin, bright orange line that fades into a soft, glowing aura.

- Employability skills are those basic skills necessary for getting, keeping, and doing well on a job.
- “EMPLOYABILITY SKILLS

- The two greatest concerns of employers today are *finding good workers and training them.* The difference between the skills needed on the job and those possessed by applicants, sometimes called the **skills-gap**, is of real concern to human resource managers and business owners looking to hire competent employees.

While employers would prefer to hire people who are trained and ready to go to work, they are usually willing to provide the specialized, job-specific training necessary for those lacking such skills.

- Employers need reliable, responsible workers who can solve problems and who have the social skills and attitudes to work together with other workers.

- Creativity, once a trait avoided by employers who used a cookie cutter system, is now prized among employers who are trying to create the empowered, high-performance workforce needed for competitiveness in today's marketplace.

“Employees with these skills are in demand and are considered valuable human capital assets to companies”.

BASIC ACADEMIC SKILLS

- Reading
- Writing
- Science
- Math
- Oral Communication
- Listening

HIGHER ORDER THINKING SKILLS

- Learning
- Reasoning
- Thinking Creatively
- Decisions Making
- Problem Solving

PERSONAL QUALITIES

- Responsible
- Self Confidence
- Self Control
- Social Skills
- Honest
- Have Integrity
- Adaptable and Flexible
- Team Spirit
- Punctual and Efficient
- Self Directed
- Good Work Attitude
- Well Groomed
- Cooperative
- Self Motivated
- Self Management

- Perhaps even more important to job success than having good basic academic skills is having good **higher-order thinking skills**. The ability to think, reason, and make sound decisions is crucial for employees desiring to do well and advance.

HIGHER ORDER THINKING SKILLS

- *“The real problem is finding workers who have the employability skills or job readiness skills . . .”*
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