



TITLE THESE EMPLOYABILITY SKILLS

Headings:

CAREER DEVELOPMENT	COMMUNICATION	ETHICS & LEGAL	FOUNDATIONAL
INTERPERSONAL	LEADERSHIP	PROBLEM SOLVING & CRITICAL THINKING	TEAMWORK

Use the provided word bank of headings to title the skills in the chart below. Each used one time.

Title:	Title:
<ul style="list-style-type: none"> • Be organized. • Arrive to work on time, or early. • Be dependable. • Have a positive attitude toward work. • Exert high levels of effort and perseverance. • Complete tasks on time and accurately. • Seek out information to improve skills. • Be flexible and adaptable. • Complete all tasks, even if unpleasant. • Understand dress code or uniform guidelines. • Maintain personal hygiene. 	<ul style="list-style-type: none"> • Be friendly and polite. • Respect supervisors and coworkers. • Respond appropriately to customer requests. • Ask for feedback. • Take constructive criticism. • Resolve conflicts calmly and appropriately.
Title:	Title:
<ul style="list-style-type: none"> • Read and understand written materials. • Listen, understand, and ask questions. • Follow directions. • Express ideas clearly when speaking or writing. • Learn required technology and use appropriately. 	Accept change. Be willing to start, stop, and switch duties. Work calmly in busy environments. Start tasks without prompting. Ask questions to solve problems do job better.

Title:	Title:
<ul style="list-style-type: none"> • Be comfortable working with people of diverse backgrounds. • Be sensitive to other peoples' needs. • Take responsibility for own share of work. • Contribute to team goals. 	<ul style="list-style-type: none"> • Take responsibility for own decisions and actions. • Understand and follow company rules and procedures. • Be honest and trustworthy. • Act professionally and with maturity.
Title:	Title:
<ul style="list-style-type: none"> • Learn new skills and take on different projects. • Serve on work committees. • Take initiative and work with little supervision. • Understand your industry and common business practices. • Align your work goals with the mission and vision of your employer. • Understand the different roles of coworkers. 	<ul style="list-style-type: none"> • Coach and mentor others. • Be willing to take risks. • Be able to negotiate. • Motivate and direct people as they work. • Demonstrate efficiency. • Seek to simplify processes. • Save time or money for the company by analyzing business needs. • Build partnerships and teams with coworkers.

1. View this [article](#) to explain the following types of skills in your own words. 3 points each (**Content:** 2 points each. **Complete sentence:** 1 point each).

Soft Skills:

Hard Skills:

Essential Skills:

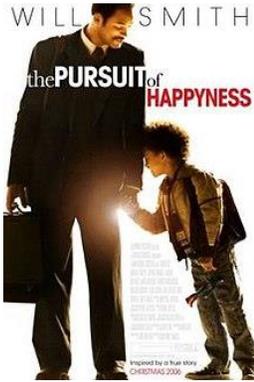
2. Provide two examples from the article for each of the following skills.

Soft Skills:

Hard Skills:

3. Based on the information in this [video](#), _____ skills may get you the interview, but _____ skills will get you the job and help you keep it!

WILL SMITH



EMPLOYABILITY SKILLS IN ACTION

As you watch *The Pursuit of Happyness*, provide examples from the movie showing how Chris Gardner exemplifies each of the employability skills. Reference the specific characteristic from your notes and describe a detailed scene and example below.

Career Development	Communication
Ethics & Legal	Foundational
Interpersonal	Leadership

Problem Solving & Critical Thinking	Teamwork

Answer the following prompts...

In your opinion, which two employability skills was Chris the strongest? Explain your response thoroughly, in complete sentences. 3 Points each (Content: 2 points each, **Complete Sentences**: 1 point each).

In your opinion, which two employability skills was Chris the weakest? Explain your response thoroughly, in complete sentences. 3 Points each (Content: 2 points each, **Complete Sentences**: 1 point each).