



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. 	<ul style="list-style-type: none"> 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).