

21st-Century Job Readiness Standards

Life skills

- ✓ Is able to manage personal circumstances so there is a minimal impact on employment
- ✓ Demonstrates basic manners and civility
- ✓ Is able to get to work on a daily basis using reliable modes of transportation
- ✓ Possesses valid government photo identification, social security card, birth certificate, telephone number, proof of address and education documentation
- ✓ Uses appropriate problem solving techniques
- ✓ Is able to adapt to change and learn new skills

Basic work habits and behaviors

- ✓ Is reliable, trustworthy
- ✓ Dresses and grooms appropriately for the work environment
- ✓ Follows rules and procedures
- ✓ Demonstrates ability to be on time and reports as scheduled
- ✓ Arrives prepared to work
- ✓ Is drug and/or alcohol free
- ✓ Possesses good time management skills

Work attitudes and values

- ✓ Takes initiative and pride in their work
- ✓ Demonstrates respect for authority, co-workers, and diversity in the workplace
- ✓ Is willing to learn
- ✓ Is motivated to work

Communication and interpersonal skills

- ✓ Is able to work effectively with co-workers, customers and supervisors
- ✓ Understands and is able to follow written or verbal directions or instructions
- ✓ Effectively handles conflicts with co-workers or customers
- ✓ Is able to accept constructive criticism
- ✓ Demonstrates basic written and verbal skills including electronic communication (e.g. appropriate email etiquette)
- ✓ Demonstrates basic listening skills and appropriate verbal and body language

Basic skills

- ✓ Is able to read, write, and compute at level needed to perform job

Technology skills

- ✓ Possesses basic computer skills
- ✓ Is able to establish an email address or account
- ✓ Possesses aptitude to send, receive and retrieve information electronically
- ✓ Knows how to use internet
- ✓ Stays current on technology within the workplace
- ✓ Comprehends rules of appropriate use of social media and internet

Job search skills

- ✓ Has an updated electronic resume and references
- ✓ Is able to conduct a job search using computer
- ✓ Has an email address
- ✓ Possesses good interviewing skills