

Do *you* Have The Skills Indiana's Employers Are Searching For?

INDIANA EMPLOYERS WANT HIGHLY-SKILLED EMPLOYEES. DEVELOPING THESE **18 Employability Skills** CAN HELP YOU LAND YOUR DREAM JOB!

MINDSETS

Lifelong Learning

DEMONSTRATE WILLINGNESS TO WORK AND LEARN, AND CONTINUALLY APPLY NEW KNOWLEDGE.



Possess **belief** in own ability to succeed and assert self when necessary.



SELF-CONFIDENCE

LEARNING STRATEGIES

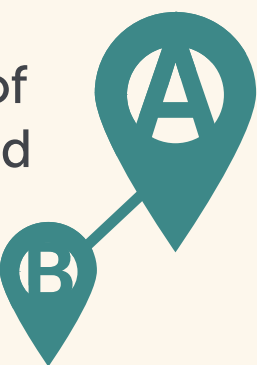
Effective COMMUNICATION

Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.



DECISION-MAKING

Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.



INITIATIVE

Apply self-motivation and self-direction to work and learning.



Attention to DETAIL

Achieve thoroughness and accuracy when accomplishing a task.



PROBLEM SOLVING

Apply critical and creative thinking skills to resolve problems.



APTITUDE & Awareness

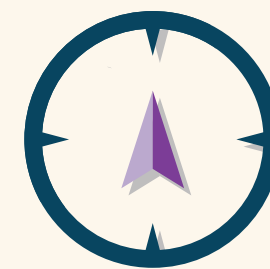
Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.



WORK ETHIC

Self-Discipline

Demonstrate **self-control** and behave in accordance to rules with minimal direction.



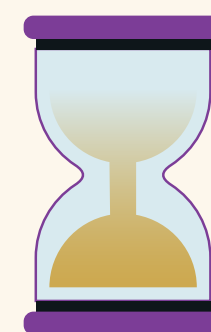
Successfully carry out expectations with minimal supervision.



INDEPENDENCE

PERSEVERANCE

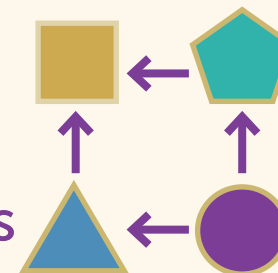
DEMONSTRATE ENDURANCE AND CAPACITY TO COMPLETE TASKS.



TIME MANAGEMENT & ORGANIZATION

Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

Manage transitions and adjust to changing situations and responsibilities.



INTEGRITY

ACT IN A TRUSTWORTHY AND HONEST MANNER.



ADAPTABILITY



PROFESSIONALISM

Demonstrate skills and behaviors appropriate for school and work.

SOCIAL & EMOTIONAL SKILLS

Connection



Demonstrate the ability to network with others through social awareness and cultural sensitivity.

REGULATION

Recognize and manage one's emotions.



Collaboration

Work well with others in a team.

