

# 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.



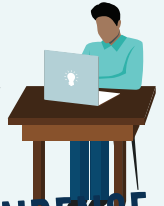
## WORK ETHIC

### 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.

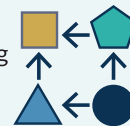


### Time Management & Organization

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

### ADAPTABILITY

Manage transitions and adjust to changing situations and responsibilities.



### INTEGRITY

Act in a trustworthy and honest manner.



### 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.

