

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.



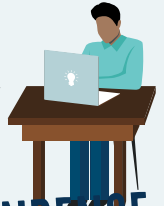
WORK ETHIC

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.

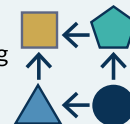


Time Management & Organization

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.

