



# INDIANA'S EMPLOYABILITY SKILLS BENCHMARKS

## MINDSETS

**Intellectual Risk Taking** - Develops a healthy balance of mental, social/emotional and physical well-being; understands that life-long learning are necessary for long-term career success; willingness to work and learn and continually apply new knowledge

**Appreciation of Diversity** - Embraces diverse views and varying perspectives; demonstrates empathy and respect for others

**Self-confidence** - Possesses belief in own ability to succeed

**Sense of belonging** - Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization

**Career Path** - Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path

## SELF-MANAGEMENT SKILLS

**Pride in Work** - Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve

**Self-Discipline** - Demonstrates self-discipline and self-control

**Independence** - Works independently; creates relationships with mentors and supervisors that support success

**Perseverance** - Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks

**Stress Management** - Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieve deadlines

**Time Management** - Prioritizes and balances school, home, work and community activities

**Adaptability** - Manages transitions and adapts to changing situations and responsibilities

**Integrity** - Trustworthy, honest and comprehends ethical courses of action

**Professionalism** - Uses appropriate judgement; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment; dresses appropriately, speaks politely

**Work Ethic** - Punctual with good attendance; does not abuse drugs; maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility

## LEARNING STRATEGIES

**Written Communication** - Applies reading, writing, math and scientific principals and procedures

**Decision Making** - Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals

**Initiative** - Applies self-motivation and self-direction to learning

**Technology Savvy** - Applies existing and emerging media and computer application skills

**Attention to Detail** - Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or service

**Organization** - Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations

**Information Gathering** - Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes and communicates information

**Problem Solving** - Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations

## SOCIAL SKILLS

**Oral Communication** - Clearly, effectively and convincingly expresses ideas and messages to others

**Teamwork** - Creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills

**Leadership** - Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible

**Conflict Management** - Negotiates to resolve or mediate conflict; avoids potential or perceived conflict

**Self-Advocacy** - Asserts self when necessary

## WORKPLACE SKILLS

**Personal Safety** - Demonstrates personal safety skills

**Follows Directions** - Follows employer established policies and business practices

**Resource Allocation** - Identifies, leverages and distributes money and materials effectively and efficiently

**Customer Service** - Responds quickly to the needs of customers and achieves customer satisfaction