



Employability Skills Framework

Employability skills are general skills that are necessary for success in the labor market at all employment levels and in all sectors.

These skills, which may be taught through the education and workforce development systems, fall into three broad categories:

	Applied Knowledge	Workplace Skills	Effective Relationships
DOMAIN DESCRIPTION	Applied knowledge falls into two main areas: applied academic skills and critical thinking	Workplace skills are the skills and abilities employees need to successfully accomplish work tasks	Developing effective relationships in the workplace require a combination of interpersonal skills and personal qualities
DOMAIN STANDARDS	<p>Applied academic skills</p> <ul style="list-style-type: none"> • Reading • Writing • Mathematical strategies and procedures • Scientific principles and procedures <p>Critical thinking skills</p> <ul style="list-style-type: none"> • Analyze • Reason • Solve problems • Plan • Make sound decisions in work 	<p>Resource Management:</p> <ul style="list-style-type: none"> • Managing time and other resources <p>Information Use:</p> <ul style="list-style-type: none"> • Understanding, evaluating, and using a variety of information <p>Communication Skills:</p> <ul style="list-style-type: none"> • Communicating effectively with others in multiple formats (speaking, writing, listening) <p>Systems Thinking:</p> <ul style="list-style-type: none"> • Understanding relationships among the components of a system <p>Technology Use:</p> <ul style="list-style-type: none"> • Applying information technology appropriately and effectively 	<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • Understands teamwork and works with others • Responds to customer needs • Exercises leadership • Negotiates to resolve conflicts • Respects individual differences <p>Personal Qualities</p> <ul style="list-style-type: none"> • Demonstrates responsibility and self-discipline • Adapts and shows flexibility works independently • Demonstrates a willingness to learn • Demonstrates integrity • Demonstrates professionalism • Takes initiative • Displays positive attitude and sense of self-worth • Takes responsibility for professional growth

Source: Employability Skills Framework, Office of Career, Technical, and Adult Education at the Department of Education at <http://cte.ed.gov/employabilityskills/index.php/framework/>