



The anatomy of a Quality Employee

Educating for Employability







Pennsylvania's commitment is to ensure that all residents of the commonwealth benefit from schools that teach, jobs that pay, and government that works. This commitment positions departments serving children and youth to work together to prepare all high school graduates to hold the academic, technical, and soft skills necessary to be college, career, and community ready.



Career Ready Skills

-  **Self-Awareness and Self-Management:** Recognize and regulate emotions
-  **Establish and Maintain Relationships:** Communicate and collaborate among diverse groups
-  **Social Problem Solving-Skills:** Demonstrate empathy and respectful choice

Employability Skills

-  **People Skills:** Teamwork, communications, and respect
-  **Workplace Skills:** Problem solving, decision making, planning and organizing, business fundamentals, and customer focus
-  **Applied Knowledge:** Critical thinking and writing
-  **Personal Skills:** Integrity, initiative, dependability, reliability, adaptability, and professionalism

Source: http://www.nationalnetwork.org/wp-content/uploads/2015/05/Common_Employability_Skills-03-30-15.pdf



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