

Top 5 Employment Skills

(As rated in a survey of hundreds of employers of customer service jobs)

Which skills do you think are most important to employers of high school graduates? Choose five skills:

BASIC KNOWLEDGE/SKILLS	APPLIED SKILLS
1. English Language (spoken)	10. Critical Thinking/Problem Solving
2. Reading Comprehension (in English)	11. Oral Communication
3. Writing in English (grammar, spelling, etc.)	12. Written Communication
4. Mathematics	13. Teamwork Collaboration
5. Science	14. Diversity
6. Government/Economics	15. Information Technology Application
7. Humanities/Arts	16. Leadership
8. Foreign Languages	17. Creativity/Innovation
9. History/Geography	18. Lifelong Learning/Self Direction
	19. Professionalism/Work Ethic
	20. Ethics/Social Responsibility



School-Connect

From: *Are They Really Ready to Work? Employers' Perspectives on the Basic Knowledge and Applied Skills for New Entrants to the 21st Century U.S. Workforce.* (2006) Available at www.conference-board.org



Handout 4.9.1

Ideal Job Inventory (for a job while in high school)



Bell Ringer

What are you looking for in a job? Select which answers best describe your ideal high school job.

SALARY:	<input type="checkbox"/> Volunteer Job It doesn't have to be a paying job. I am more interested in helping others.	<input type="checkbox"/> Paid Job I need to make and save money. I am looking for a job with an hourly salary.	<input type="checkbox"/> Internship I am looking for work experience in my career field – that may or may not be a paid position.	<input type="checkbox"/> Not sure or Open to anything
# of HOURS:	<input type="checkbox"/> Occasionally I just have time to work on some weekends or for special events.	<input type="checkbox"/> 3-12 Hours a Week I am looking for a regular job with after school and/or weekend hours.	<input type="checkbox"/> 15+ Hours a Week I can work a lot after school, on weekends and/or summertime.	<input type="checkbox"/> Not sure or Open to anything
PROXIMITY:	<input type="checkbox"/> Walking Distance I need to be able to walk there from home or school.	<input type="checkbox"/> Public Transportation I won't always have a car/ride but can get there by bus/subway.	<input type="checkbox"/> By Car I have a car and/or can get a ride there.	<input type="checkbox"/> Not sure or Open to anything
CUSTOMERS: (Check all that apply)	<input type="checkbox"/> Kids I love working with kids and want to find a job that interacts with kids.	<input type="checkbox"/> Adults I prefer working with mostly adults.	<input type="checkbox"/> Senior Citizens I really enjoy older people and would be happy to help them.	<input type="checkbox"/> Not sure or Open to anything
JOB DESCRIPTION:	<input type="checkbox"/> Volunteer Job I want to volunteer to help a group that needs me (e.g., youth group, homeless shelter)	<input type="checkbox"/> Food/Sales Service I'm looking for a job at a restaurant, fast food, clothing store, or something similar.	<input type="checkbox"/> Pre-Career Job I want work experience in my career field (e.g., law, fashion, medical, teaching, accounting)	<input type="checkbox"/> Not sure or Open to anything
EMPLOYMENT STATUS:	<input type="checkbox"/> Service Project I plan to create a club/organization and work with others to carry out activities.	<input type="checkbox"/> Employee I am looking for a job with a reliable boss and salary.	<input type="checkbox"/> Entrepreneur I plan to start my own business (e.g., car washing, babysitting, dog walking, lawn or tech services)	<input type="checkbox"/> Not sure or Open to anything
WORK ENVIRONMENT: (Check all that apply)	<input type="checkbox"/> People Person I love being around people and hope to work with co-workers and customers.	<input type="checkbox"/> Independent Work I prefer a quiet, uninterrupted work environment. I like to work independently.	<input type="checkbox"/> Outdoor Work I'd love a job that's mostly outdoors (e.g., life guard, camp counselor)	<input type="checkbox"/> Not sure or Open to anything

IDEAL JOB – List at least 3–5 ideal types of jobs: