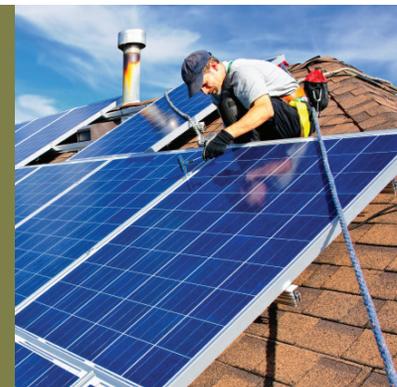# EMPLOYABILITY SKILLS FRAMEWORK

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:

1 **Applied Knowledge**—the thoughtful integration of academic knowledge and technical skills, put to practical use in the workplace. Includes:

- **Applied Academic Skills**—uses reading skills, writing skills, mathematical strategies and procedures, and scientific principles and procedures

- **Critical Thinking Skills**—thinks critically, thinks creatively, makes sound decisions, solves problems, reasons, and plans and organizes

2 **Effective Relationships**—the interpersonal skills and personal qualities that enable individuals to interact effectively with clients, coworkers, and supervisors. Includes:

- **Interpersonal Skills**—understands teamwork and works with others, responds to customer needs, exercises leadership, negotiates to resolve conflicts, and respects individual differences

- **Personal Qualities**—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, and takes responsibility for professional growth

http://cte.ed.gov/employabilityskills/

Click on pieces of the framework below to learn more about the skills required for employment.

View All Skills | Close

3 **Workplace Skills**—the analytical and organizational skills and understandings that employees need to successfully perform work tasks. Includes:

- **Resource Management**—manages time, money, materials, and personnel

- **Information Use**—locates, organizes, uses, analyzes, and communicates information

- **Communication Skills**—communicates verbally, listens actively, comprehends written material, conveys information in writing, and observes carefully

- **Systems Thinking**—understands and uses, monitors, and improves systems

- **Technology Use**—understands and uses technology