KENTUCKY ADULT EDUCATION EMPLOYABILITY STANDARDS

EMPLOYABILITY

Work Within the Big Picture

Communication

Personal & Professional Growth

Workplace Performance

2 Participates in and contributes to a team.

3 Communicates effectively with others to accomplish workplace goals.

1 Recognizes that formal and informal expectations shape options in work lives and often influence their level of success.

4 Successfully performs work tasks by managing time and other resources.

5 Accurately analyzes information and responds appropriately.

8 Plans and directs personal and professional growth.

7 Models compliance of workplace policies and procedures.

6 Identifies and effectively uses skills and materials needed for a particular task.
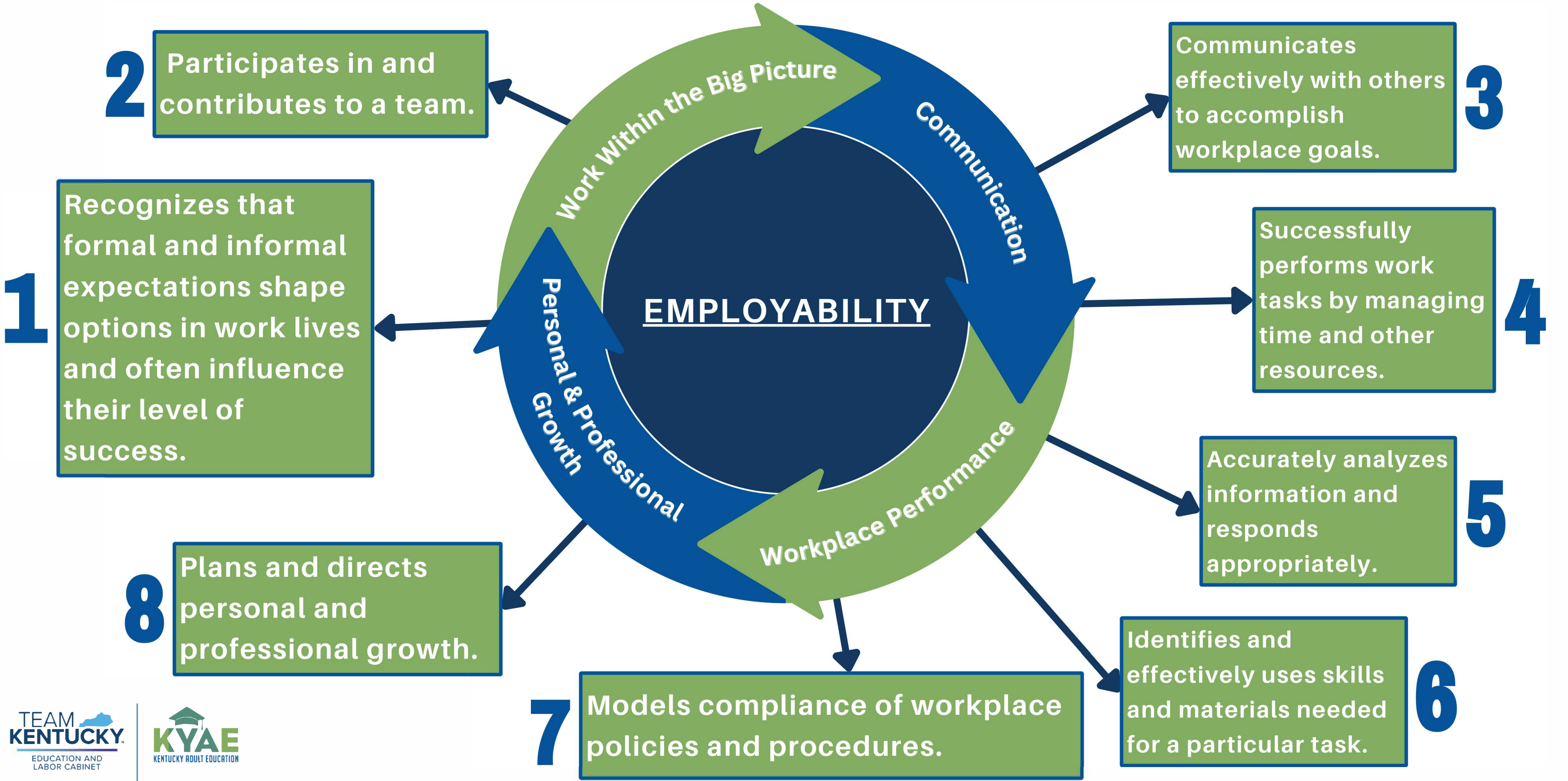
TEAM KENTUCKY
EDUCATION AND LABOR CABINET

KYAE
KENTUCKY ADULT EDUCATION

June 2023

KENTUCKY ADULT EDUCATION EMPLOYABILITY STANDARDS

WITH DESCRIPTORS

1

Recognizes that formal and informal expectations shape options in work lives and often influence their level of success.

a. Respects organizational goals, and structure to guide work activities.

b. Balances individual roles and needs with those of the organization.

c. Guides individual and organizational priorities based on industry trends, labor laws, contracts, and competitive practices.

2

Participates in and contributes to a team.

a. Interacts with others in friendly, courteous, and tactful ways that demonstrate respect for others' ideas, opinions, and contributions.

b. Assesses the needs of others and one's ability to assist within a given situation as needed.

c. Gives assistance, motivation, and direction as needed.

d. Seeks and receives assistance, support, motivation, and direction.

e. Accepts and provides constructive feedback.

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3

Communicates effectively with others to accomplish workplace goals.

a. Uses active listening skills when interacting with others, including note-taking, asking questions, and paraphrasing.

b. Analyzes a situation or task to identify the appropriate method of communication (verbal or written), adapting language (tone, style, etc.) to meet the needs of the audience.

c. Provides clear and concise written communications that are free of errors and convey an appropriate tone for the intended office.

d. Comprehends workplace material and asks questions for clarification when needed.

e. Presents work-related information and own ideas clearly and persuasively in discussions with supervisor(s) and in small groups or work teams.

f. Demonstrates respect for others and interacts appropriately with individuals with diverse backgrounds, viewpoints, and experiences.

g. Understands the importance of cultivating and managing personal and professional digital identity and reputation and is aware of the permanence of actions in the digital world.

h. Engages in positive, safe, and legal communications when using technology, including social interactions online or when using networked devices.

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4

Successfully performs work tasks by managing time and other resources.

a. Finds, manages, shares, and allocates time, money, personnel, and material resources in a way that supports the workplace.

5

Accurately analyzes information and responds appropriately.

a. Responds to identified new work challenges.

b. Analyzes information, evaluates organizational impact, and reports results in the organization.

c. Solves problems using appropriate results are reasonable, reporting those results in an appropriate way (graphs, narratives, tables, etc.)

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6

Identifies and effectively uses skills and materials needed for a particular task.

a. Identifies the skills and resources needed to perform and complete specific tasks.

b. Uses appropriate workplace tools to fulfill the requirements of the job.

c. Uses academic skills to interpret and produce workplace texts.

d. Follows procedures, experiments, infers, hypothesizes (e.g., if/then, "what if," etc.), and constructs processes to complete a task.

7

Models compliance of workplace policies and procedures.

a. Understanding and complies with all applicable workplace policies and procedures.

b. Understands how human resources can help with personal and professional issues, such as mental and behavioral health issues related to drug addiction, harassment, and discrimination.

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8

**Plans and directs
personal and professional goals.**

a. Evaluates self-performance to document current strengths and identifies potential growth areas.

b. Monitors the alignment of work tasks and accomplishments with career objectives.

c. Creates plan that sets goals for professional and personal development.

d. Researches professional development activities to increase capacity to perform work tasks.

e. Supplements plan with action items and deadlines while remaining flexible about the time required to acquire expertise.

f. Commits to completing educational requirements or certifications.

g. Is proactive in pursuing professional development opportunities for self within the work group.

h. Pursues career or work activities that provide professional and personal meaning.

i. Establishes and maintains work-life balance.