**Employability Skills Checklist**

The following skills have been identified as some of the most important skills students can demonstrate to potential employers as proof of their employability. Students who display these skills put themselves in a better position to be hired.

**Application of Academic and Technical Knowledge and Skills**

□ Literacy: Read and understand relevant academic and technical texts.

□ Math: Select and apply applicable mathematical concepts to solve problems and perform tasks.

□ Industry-specific technical skills: Demonstrate industry-specific technical skills obtained from field training and/or experience.

□ Industry-specific safety skills: Adherence to industry-specific safety regulations.

□ Understanding career paths: Plan and navigate education/career paths aligned to personal goals.

□ Planning: Develop and implement a personalized student-learning plan.

□ Reflection: Reflect on experiences through creation of a personal portfolio.

**21st Century Learning and Innovation Skills**

□ Creativity and innovation: Think creatively, work creatively with others and implement innovations.

□ Critical thinking and problem solving: Reason effectively, make judgments and decisions, and solve problems.

□ Communication: Apply oral and written communication and active listening skills.

□ Collaboration: Exercise flexibility and willingness to accept shared responsibility, and work with diverse teams.

□ Information literacy: Manage and evaluate information accurately and ethically.

□ ICT (information, communications and technology) Knowledge: Use technology effectively and appropriately.

**Personal and Social Skills**

□ Initiative: Work independently; demonstrate resourcefulness, curiosity and willingness to learn.

□ Professionalism, ethics and interpersonal skills: Demonstrate reliability, integrity, responsibility, proper etiquette and ethical behavior.

□ Cultural and global competence: Exhibit interpersonal and social skills that are respectful of cultural differences.

□ Adaptability and flexibility: Demonstrate flexibility in both roles and responsibilities, and exhibit preparedness to adapt to change as needed.

□ Productivity: Set goals and priorities and manage time and projects: display punctuality; determination; and accuracy. Complete projects to the fulfillment of agreed-upon standards