

## HOW EMPLOYABLE ARE YOU? JOB READINESS SKILLS REFERENCE SHEET

The Job Readiness Skills Reference Sheet is to be utilized in conjunction with the Job Readiness Skills Inventory. This reference sheet will aid users when completing the Job Readiness Inventory by providing a detailed description of each module, skill, skill level and recommended lesson.

**Instructions:** To locate the adjoining Lessons, please refer to the Job Readiness Skills Training Guide.

### MODULE 1: COMMUNICATION

**Objective is to identify needs in the areas of communication competence.**

**Skill: Ability to Follow Verbal Directions: Consumer's ability to adequately complete tasks with direction**

**Beginner Level:**

Works best with routine, is able to follow repetitive verbal directions

**Intermediate Level:**

Is able to follow multiple directions with reminders

**Proficient Level:**

Is able to follow multiple directions without reminders

**Recommended Lesson:**

Lesson 1: Art of Clarity

**Skill: Active Listening: Consumer's ability to attentively listen and engage in conversation with others**

**Beginner Level:**

Lacks attention and rarely engages in conversation

**Intermediate Level:**

Is periodically attentive and occasionally engages in conversation

**Proficient Level:**

Is attentive and frequently engages in conversation

**Recommended Lesson:**

Lesson 2: Effective Two-way Communications

**Skill: Communication Competence: Consumer's ability to use and understand appropriate communication styles**

**Beginner Level:**

Experiences difficulty understanding and applying appropriate communication styles

**Intermediate Level:**

Understands and applies appropriate communication styles with assistance

**Proficient Level:**

Understands and applies appropriate communication style without assistance

**Recommended Lesson:**

Lesson 3: Know Your Audience

**Skill: Self Advocacy: Consumer's ability to express his/her own abilities, limitations, and interests positively and realistically**

**Beginner Level:**

Has difficulty expressing and understanding their disability

**Intermediate Level:**

Understands their disability but needs guidance in expressing their needs for assistance

**Proficient Level:**

Understands their disability, clearly articulates how it impacts employment & is aware of reasonable accommodations

**Recommended Lesson:**

Lesson 4: Self Advocacy

## **MODULE 2: WORKPLACE DEMEANOR**

**Objective is to identify needs in the area of motivation and individual's motivation to work.**

**Skill: Perceptions: The consumer's ability to see, hear, or become aware of something through their senses**

**Beginner Level:**

Has difficulty understanding the actions or statements from those around them

**Intermediate Level:**

Has moderate difficulty understanding the actions or statements from those around them

**Proficient Level:**

Has a clear sense of the actions or statements from those around them

**Recommended Lesson:**

Lesson 1: Check Your Perceptions

**Skill: Attitude: The consumer's ability to understand how their attitude impacts their work environment**

**Beginner Level:**

Is easily moody or complains

**Intermediate Level:**

Is usually eager to work

**Proficient Level:**

Is cheerful, eager to work and rarely complains

**Recommended Lesson:**

Lesson 2: Enthusiasm Counts

## **MODULE 3: TEAMWORK**

**Objective is to identify needs in the area of working in a team environment setting.**

**Skill: Team Interaction: Consumer's ability to work effectively in a work team environment**

**Beginner Level:**

Is still developing confidence as a team player

**Intermediate Level:**

Is fairly confident in their teamwork skills

**Proficient Level:**

Is confident in their ability to be a good team player

**Recommended Lesson:**

Lesson 1: Learn to Get Along

**Skill: Managing Conflict Resolution: Consumer's ability to effectively problem solve in a work team environment**

**Beginner Level:**

Exhibits the inability to compromise or see other points of view

**Intermediate Level:**

Occasionally exhibits the ability to compromise and see other points of view

**Proficient Level:**

Exhibits the ability to successfully compromise and acknowledge other points of view

**Recommended Lesson:**

Lesson 2: Conflict Resolution

## **MODULE 4: PROBLEM-SOLVING & CRITICAL THINKING**

**Objective is to identify needs in the area of working through problems, accepting criticism, praise, and feedback, and reacting appropriately to direction.**

**Skill: Problem Identification: Consumer's ability to recognize problems and provide solutions**

**Beginner Level:**

Lacks critical thinking skills necessary to identify the problem

**Intermediate Level:**

Exhibits some critical thinking skills necessary to identify and address the problem

**Proficient Level:**

Exhibits critical thinking skills to identify and provide solutions to the problem

**Recommended Lesson:**

Lesson 1: Defining the Problem & Analyzing its Parts

**Skill: Decision Making: Consumer's ability to make appropriate, sound & logical decisions**

**Beginner Level:**

Lacks experience making independent decisions

**Intermediate Level:**

Makes decisions with guidance

**Proficient Level:**

Makes independent decisions & takes action

**Recommended Lesson:**

Lesson 2: Making Sound Decisions

## **MODULE 5: PROFESSIONALISM**

**Objective is to identify needs in the areas of conducting oneself with integrity, adaptability, and directional responsibility excellence.**

**Skill: Appearance (First Impressions): Consumer's ability to present themselves in an appropriate manner for the workplace**

**Beginner Level:**

Lacks the ability to present themselves appropriately for the workplace (Poor dress code and grooming skills)

**Intermediate Level:**

Demonstrates the ability to present themselves appropriately for the workplace but still needs guidance (Acceptable dress code and grooming skills)

**Proficient Level:**

Possesses the ability to present themselves appropriately for the workplace (Proper dress code and grooming skills)

**Recommended Lesson:**

Lesson 1: First Impressions

**Skill: Adapting to Cultural Diversity: Consumer's ability to respect and interact well within a culturally diverse environment**

**Beginner Level:**

Adapts to cultural diversity with difficulty; exhibits resistant behavior

**Intermediate Level:**

Adapts to cultural diversity with some difficulty; requires guidance and education

**Proficient Level:**

Adapts to cultural diversity easily; interacts well with others

**Recommended Lesson:**

Lesson 2: The Cultural Divide

**Skill: Time Management: Consumer's ability to manage time effectively (i.e. Arrive on time for work and manage workload)**

**Beginner Level:**

Demonstrates poor time management skills

**Intermediate Level:**

Demonstrates time management skills but lacks consistency

**Proficient Level:**

Consistently demonstrates effective time management skills

**Recommended Lesson:**

Lesson 3: Tools of Professionalism

## **MODULE 6: JOB SEEKING SKILLS**

**Objective to identify needs inventory in the area of resume development.**

**Skill: Appropriate Resume Content : Consumer's ability to clearly identify applicable skills and work experience within the resume**

**Beginner Level:**

Resume does not effectively detail work history and skills

**Intermediate Level:**

Resume identifies sufficient work history and skills but needs improvement

**Proficient Level:**

Resume identifies work history and skills in a clear and concise manner

**Recommended Lesson:**

Lesson 1: Building a Successful Resume

**Skill: Resume Presentation: Consumer's ability to present a resume in a neat and professional manner**

**Beginner Level:**

Resume is presented unfinished

**Intermediate Level:**

Resume is presented complete but has errors

**Proficient Level:**

Resume is presented in a professional manner without errors

**Recommended Lesson:**

Lesson 2: Resume Presentation

**Skill: Interviewing: Consumer's ability to properly articulate work history and present themselves in a professional manner**

**Beginner Level:**

Experiences difficulty articulating work history and is unenthused

**Intermediate Level:**

Can articulate work history but with some difficulty

**Proficient Level:**

Can effectively articulate work history; and is confident and positive

**Recommended Lesson:**

Lesson 3: Thinking on Your Feet

**Skill: Social Media Job Search: Consumer's ability to utilize and navigate social media tools for job search**

**Beginner Level:**

Exhibits limited knowledge of social media

**Intermediate Level:**

Exhibits knowledge of social media but requires additional training in relation to job search

**Proficient Level:**

Exhibits full knowledge of social media and how it can benefit them in their job search

**Recommended Lesson:**

Lesson 4: Utilizing Social Media