

# Workforce 2020: Employer Expectations

## Life and Career Success Skills

- ☑ Come to work on time every day
- ☑ Do your job
- ☑ Don't use drugs or alcohol
- ☑ Complete work as instructed
- ☑ Adapt to change
- ☑ Wear appropriate clothes
- ☑ Follow company rules
- ☑ Use time wisely
- ☑ Be honest
- ☑ Take pride in your work
- ☑ Be willing to risk making a mistake
- ☑ Try to learn from your mistakes
- ☑ Accept criticism constructively
- ☑ Be flexible
- ☑ Set realistic goals for success
- ☑ Respect your co-workers
- ☑ Present a positive outlook
- ☑ Be confidential with business information
- ☑ Choose healthy behaviors



## Math and Reading Skills



- ☑ Add and subtract whole numbers
- ☑ Tell time on a non-digital clock
- ☑ Use standard or metric ruler
- ☑ Understand paycheck deductions
- ☑ Plot charts and graphs
- ☑ Convert fractions to decimals
- ☑ Convert fractions to percentages
- ☑ Read and understand technical information
- ☑ Be able to complete checklists
- ☑ Complete a job application form

## Critical Thinking, Collaboration, Communications, and Creativity Skills

## Information and Technology Skills

- ☑ Manage information from a variety of sources
- ☑ Use information accurately
- ☑ Understand proper use of Internet and security issues
- ☑ Use digital technology to create information and distribute information
- ☑ Utilize the most appropriate media
- ☑ Know proper safety procedures and consequences
- ☑ Understand need for securing data
- ☑ Be aware of "green" initiatives and importance of sustainability

- ☑ Know how to solve problems
- ☑ Analyze evidence to make decisions
- ☑ Solve different kinds of problems
- ☑ Work with diverse groups of people
- ☑ Write using proper grammar
- ☑ Speak using proper grammar
- ☑ Create new ideas many different ways
- ☑ Express ideas effectively
- ☑ Use different methods and media to express ideas
- ☑ Use information creatively to achieve goals
- ☑ Communicate clearly to others
- ☑ Know when to listen
- ☑ Be able to prioritize work
- ☑ Recognize potential safety hazards and communicate to appropriate persons
- ☑ Think globally; expand your possibilities

