EMPLOYABILITY STANDARDS

Arkansas Adult Education

Arkansas Division of
Workforce Services
Adult Education

JULY 1, 2020

Active Listening Skills	Conflict	Hard skills	Networking	Salary
Accountability	Critical Thinking	Honesty	Motivation	Self-Presentation
Adaptability	Diversity	Initiative	Organizational Skills	Social skills
Application	Earnings	Integrity	Punctuality	Soft skills
Career	Empathy	Interpersonal Skills	Productivity	Taxes
Cell Phone	Employability Skills	Interviewing Skills	Professional organization	Team skills
Etiquette	Ethics	IT	Professionalism	Teamwork
Career	Etiquette	Job	Respect	Technical Skills
Communication	Flexibility	Leadership	Responsibility	Time Management
Compromise	Gross Pay	Negotiate	Résumé	Salary
Computer Skills	Hard skills	Negotiation		

Applied Knowledge	
1. **Applied Academic Skills** Applied academic skills are evident daily in homework assignments, classwork, and Q&A exchanges during lessons.	a) **Reading skills** Students apply/demonstrate reading skills by interpreting written instructions/project directions and constructing responses, using print and online materials as resources, completing worksheets, and seeking clarification about what they have read.
	b) **Writing skills** Students rely on writing skills to construct lab reports, posters, and presentation materials, take notes, and compose responses to essay questions.
	c) **Math strategies/procedures** Students use computational skills appropriately and make logical choices when analyzing and differentiating among available procedures. Outside of math class, this includes creating/interpreting tables and graphs and organizing/displaying data.
	d) **Scientific principles/procedures**

		Students follow procedures, experiment, infer, hypothesize (even as simple as "what if we do it this way"),and construct processes to complete a task (can occur outside of math/science classes).
2. Critical Thinking Skills Critical thinking skills are evident in homework, group work, project-based tasks, and presentations.	a)	**Thinks creatively** Students create innovative and novel ideas/solutions and display divergent thinking. This can be seen in oral presentations and creative writing assignments, open-ended tasks, and project design.
	b)	**Thinks critically** Students display analytical and strategic thinking. This can be seen in debating an issue, converging on an understanding, assessing a problem, and questioning (playing devil's advocate).
	c)	**Makes sound decisions** Students differentiate between multiple approaches and assess options (could be linked to thinking critically).
	d)	**Solves problems** Students assess problems involving the use of available resources (personnel and materials) and review multiple strategies for resolving problems (could be linked to thinking creatively).
	e)	**Reasons** Students negotiate the pros/cons of ideas, approaches, and solutions and analyze options using "if-then" rationale.
	f)	**Plans/organizes** Students plan steps, procedures, and approaches for addressing tasks. This occurs naturally in most assignments, ranging from solving one problem to completing a long-term project.
Effective Relationships		
3. Interpersonal Skills Interpersonal skills are usually displayed when students work in pairs or teams to complete short-term or long-term tasks.	a)	**Understands teamwork and works with others** Students participate in cooperative groups or with a partner, contribute fairly to the task, and show respect to others.
	b)	**Responds to customer needs** Students help fellow students understand tasks, find resources, and fulfill assigned roles (think of fellow students as customers).
	c)	**Exercises leadership** Students participate as team leaders or effective team members in project assignments and organize work to meet project goals and team roles.

	d)	**Negotiates to resolve conflict** Students keep team members on track, suggest alternatives, and discuss options (can be as much about agreement as conflict).
	e)	**Respects individual differences** Students listen to and consider all team members' ideas, respond supportively to ideas given in class or in teams, and work well with all teammates.
4. Personal Qualities Personal qualities are routinely displayed in students' everyday actions in the classroom — how they participate in lessons, communicate, contribute to the learning environment, treat their fellow students, and govern themselves.	a)	**Demonstrates responsibility and self-discipline** Students actively participate in class, asking questions, volunteering answers, completing/submitting assignments, and working well in groups.
	b)	**Adapts and shows flexibility** Students adapt easily to different modes of instruction and different types of assignments.
	c)	**Works independently** Students commit to time-on-task during class and begin work without fanfare.
	d)	**Demonstrates a willingness to learn** Students are cooperative and noticeably engaged.
	e)	**Demonstrates integrity** Students treat work assignments with respect in that work is either original or credited correctly.
	f)	**Demonstrates professionalism** Students treat others and work assignments with respect. All ideas are considered and work is either original or credited correctly.
	g)	**Takes initiative** Students commit to time-on-task during class and begin work without fanfare. This is also evident during teamwork.
	h)	**Displays a positive attitude and sense of self-worth** Students contribute positively to the class.
	i)	**Takes responsibility for professional growth** Students are active listeners, seeking clarification and understanding when needed.
Work Place Skills		
5. Resource Management Resource management is often a component of project-based learning and	a)	**Manages time** Students demonstrate time management when organizing and planning project activities with a team or when organizing and managing themselves and individual class assignments and homework. Time management is inherent in almost all assignments.

collaborative group work but can also apply to how an individual student manages class time.	b)	**Manages money** Students manage money in group projects requiring allocation of limited finances and resources (i.e. designing/marketing a toy, flipping a house, or planning a trip).
	c)	**Manages resources** Students manage resources in projects requiring allocation of limited finances, resources (materials), and personnel.
	d)	**Manages personnel** Students gain experience managing personnel (i.e. each other) in-group projects requiring allocation of limited finances, resources (materials), and role assignments. They also manage their own behavior and participation.
6. Information Use Information use can include retrieving information from any medium (e.g., print, TV, Internet, or in person) and can be as simple as looking up one piece of information to writing a term paper or preparing an oral presentation.	a)	**Locates** Students use analytical strategies to determine the best medium for finding necessary information.
	b)	**Organizes** Students use any graphic organizer—outline, concept map, organization chart, tables, etc. to sort information/data.
	c)	**Uses** Students use classification and analytic skills to determine the necessary information (i.e., stay on target) to complete the task.
	d)	**Analyzes** Students assess information to determine which is relevant (does not have to be a mathematical analysis).
	e)	**Communicates** Students summarize information to compose written or oral presentations, posters, reports, slides, etc. This can also be as simple as a student explaining a problem in front of the class.
7. Communication Skills Routinely displayed in students' everyday actions in the classroom — how they participate in lessons, contribute to the learning environment, treat their fellow students, and govern themselves.	a)	**Communicates verbally** Students provide oral responses. Evidence ranges from impromptu short answers during a lesson to completing a formal oral presentation.
	b)	**Listens actively** Students are noticeably engaged through notetaking, questioning, and responding.
	c)	**Comprehends written material** Students use/demonstrate reading skills by following written instructions/project directions, reviewing print and digital resources, completing worksheets, and asking questions about what they have read.
	d)	**Conveys information in writing** Students rely on writing skills to organize lab reports, posters, and presentation materials and to take notes and reply to essay questions.

	e)	**Observes carefully** Students interpret verbal and nonverbal communication efforts of others.
8. Systems Thinking A team working in sync to accomplish an assignment can be thought of as a system.	a)	**Understands and uses systems** Students understand their roles and assignments when collaborating with a team (system) and contribute to the organizational structure and function of the team.
	b)	**Monitors systems** Students devise methods to assess team (system) progress.
	c)	**Improves systems** Students negotiate mid-course corrections, adaptations to team (system) tasks if necessary.
9. Technology Use In the classroom and workplace, technology skills typically refer to the use of digital electronics.	d)	**Understands and uses technology** Students often rely on various digital technologies for calculating, collecting and displaying data, conducting research, creating presentations, and writing reports.

EMPLOYABILITY SKILLS FRAMEWORK

Employability Skills: A Crucial Component of College and Career Readiness

Individuals require many skills to be college and career ready, including academic knowledge, technical expertise, and a set of general, cross-cutting abilities called "**employability skills**."

Applied Academic Skills
- Uses reading skills
- Uses writing skills
- Uses mathematical strategies and procedures
- Uses scientific principles and procedures

Interpersonal Skills
- Understands teamwork and works with others
- Responds to customer needs
- Exercises leadership
- Negotiates to resolve conflicts
- 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
- Takes responsibility for professional growth

Critical Thinking Skills
- Thinks critically
- Thinks creatively
- Makes sound decisions
- Solves problems
- Reasons
- Plans and organizes

Resource Management
- Manages time
- Manages money
- Manages materials
- Manages personnel

Information Use
- Locates information
- Organizes information
- Uses information
- Analyzes information
- Communicates Information

Communication Skills
- Communicates verbally
- Listens actively
- Comprehends written material
- Conveys information in writing
- Observes carefully

Technology Use
- Understands and uses technology

Systems Thinking
- Understands and uses systems
- Monitors systems
- Improves systems

Applied Knowledge · Effective Relationships · Workplace Skills

EMPLOYABILITY