

What Do Employers Want?

When you think about employment skills, you probably think about skills specific to one job. But there are a core set of skills that employers in all fields have found necessary to succeed in the workforce. These core skills are transferable and used in all different types of jobs. Doing well in college and technical training programs also requires these skills.

These core skills and knowledge sets are split into two groups: technical skills and soft skills. Technical skills usually require training to learn and are specific to certain types of jobs, like knowing how to use a jackhammer or understanding a complicated computer program.

Soft skills are the attitudes, personality traits and social graces that all employers value. These skills help an employee get along with others and adjust to the business world.

A few of these core soft skills are:

- Communication
- Ethics
- Teamwork
- Critical Thinking
- Problem Solving
- Legal Responsibilities

The complete list of foundation knowledge and skill sets can be found in the center of the Career Fields graphic on pages 12-13.

High School Connection

How does your teen gain the skills and knowledge needed on the job and at college? Foundational knowledge and skills are learned in high school classrooms and extracurricular activities. Work-based learning activities, such as internships, mentoring and job shadowing, also increase these skills.

Everyone — not just traditional college-bound students — should choose their high school classes carefully in order to gain the skills needed for success in the workplace.

The table below lists the minimum number of high school courses recommended to be college and work ready.

Subject	Years* (Recommended)	Why is It Important?
English	4	Helps develop writing and verbal skills needed for all jobs and everyday life.
Math	3-4	Develops skills used in everyday life and problem-solving abilities.
Social Science	3-4	Increases awareness of world events, economics and societal issues.
Science	3	Provides an understanding of the natural world and develops objective-thinking skills.
World Language	2	Increases awareness of other cultures and ability to work in global marketplace.
Arts	1	Promotes creative thinking and develops diverse interests.

*Source: www.getreadyforcollege.org