

# 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

