

# Top 10 Employee Skills According to Employers

| <b>SKILL</b>  | Rate Your Student<br>1 (poor)-10<br>(excellent) | How to develop skill at home | How to develop at School/DVR/Other _____<br>(circle or fill in your role above) |
|---|---|------------------------------|---|
| <p><b>Communication</b><br/>Clarifies information needed (applies information to job performance), gets specific information to perform job, understands expectations, rules, work culture, can communicate basic wants and needs appropriately, advocates for self and has good customer service skills</p>  |   |                              |   |
| <p><b>Gets along with others, team player</b><br/>Demonstrates pleasant interactions, goes along with the team/majority, is considerate, demonstrates good manners, maintains socially appropriate behaviors</p>  |   |                              |   |
| <p><b>Neat, Clean, Appropriate clothing/grooming</b><br/>Wears age &amp; job specific attire (avoids juvenile or provocative appearance), has a jacket if weather requires: work boots, gloves, umbrella, hair/facial hair is appropriate &amp; clean, hygiene, deodorant, keeps fingernails clean &amp; trimmed</p>  |   |                              |   |
| <p><b>Demonstrates enthusiasm and pride</b><br/>Is cheerful, friendly &amp; has a good attitude, presents self as interested in what they are doing, motivated, eager to learn new things, try new things and perform required tasks</p>  |   |                              |   |
| <p><b>Is Dependable</b><br/>Produces amount of work commensurate with ability and expectation, comes to work on time, ready for work, willing to work hard and go the extra mile to get work done, responsible for self &amp; work to be performed, is honest, does what is asked/needed, performs consistently and predictably, shows interest in working at a job</p> |   |                              |   |

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| <p><b>Is Flexible</b><br/> Accepts change, willing to do as asked, deals with frustration well, open to others ideas &amp; can begin and stop things easily</p>   |  |  |  |
| <p><b>Comes to work on time and follows schedule</b><br/> Arrives on time, finishes jobs, monitors quality and quantity of work, has regular attendance</p>   |  |  |  |
| <p><b>Listening</b><br/> Makes eye contact w/ person they are speaking to, is respectful and attentive to superiors, co-workers, customers, takes constructive criticism and changes behavior accordingly, anticipates needs of others, remembers others preferences</p>  |  |  |  |
| <p><b>Respect</b><br/> Knows who the boss is (maybe multiple bosses), understands chain of command, and can follow instruction and lead, knows when to ask for clarification, direction or how and when to disagree respectfully, treats those above &amp; below them with equal amounts of respect, uses appropriate language, body language &amp; communication for the situation</p> |  |  |  |
| <p><b>Follows Direction</b><br/> Is able to understand and demonstrate specific directions given, does not need repeated reminders, stays on task until a job is finished, can do multiple steps of a job without additional instruction, doesn't miss steps</p>  |  |  |  |