

# Employability Skills: A Toolkit for Success



Employability, or 'soft' skills, are core qualities that are useful in any career path you choose. As your job grows or changes, developing these traits can help you be more successful and marketable in a competitive job market.



## Active Listening

### Ways to Build Active Listening:

- Take notes during a lecture and ask clarifying questions
- Use direct eye contact in a conversation with someone

**Careers:** Customer Service Representative, Home Health Aide, Judge, Realtor, Therapist

## Adaptability

### Ways to Build Adaptability:

- Change where you study or take a different route home
- Try something you've never done before

**Careers:** Chef, Construction Worker, Police Officer, Social Worker, Software Developer

## Collaboration

### Ways to Build Collaboration:

- Volunteer to help with a community service project
- Join a sports team or participate in a pickup game with friends

**Careers:** Athlete, Chef, Firefighter, Recruiter, Registered Nurse

## Communication

### Ways to Build Communication:

- Write a review of something you've recently seen or read
- Teach a family member or friend a new skill

**Careers:** Author, Digital Marketer, Journalist, Performer, Teacher

## Critical Thinking

### Ways to Build Critical Thinking:

- Develop alternative solutions to a problem
- Think of a new way to complete a task

**Careers:** Architect, Automotive Technician, Computer Support Specialist, Research Analyst

## Initiative

### Ways to Build Initiative:

- Volunteer to lead a project or team
- Find a tutor if you're struggling with a subject or would like to learn a new skill

**Careers:** Archaeologist, Broker, Entrepreneur, Sales Representative, Talent Agent

## Organization

### Ways to Build Organization:

- Set reminders to help you keep track of tasks and meetings
- Establish steps to complete a goal or a big assignment

**Careers:** Accountant, Administrative Assistant, Editor, Event Planner, Statistician

## Reliability

### Ways to Build Reliability:

- Be on time to class and appointments
- Follow through on a commitment or provide a solid reason why you can't

**Careers:** Court Reporter, Dental Hygienist, Electrician, Funeral Director, Truck Driver



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