

Want a Great Career?

Alaskan Employers Expect:

Skills/Competencies

Reading

Able to comprehend written material and take appropriate action

Speaking

Expresses ideas clearly and concisely to individuals and in groups; has good customer communication skills; gives clear directions.

Writing

Spells correctly; writes legibly; express ideas clearly and concisely; write a business letter, & fill out forms properly.

Listening

Able to comprehend what is said and take action.

Math Computation

Able to apply basic skills with accuracy in addition, subtraction, division, multiplication and use of fractions and percentages to accomplish work.

Problem Solving

Can identify source of problem; demonstrates good common sense; is creative and innovative.

Information Management & Technology

Able to use computers to process information; familiar with common technology applications & tools in the workplace.

Knowing How to Learn

Able to teach oneself new skills; able to seek and use new information appropriately.

Applying What is Learned

Possesses various skills including the more complex kinds of thinking, such as reasoning, analysis, and problem solving.

Working with Others

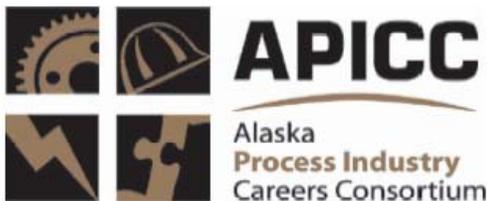
Able to work as a productive team member; able to share information.

Business Process

Eager to learn the principles of business

Looking for Work

Able and confident to identify job opportunities, to complete a job application, to prepare a résumé, and to promote himself/herself during an interview.



Work Attitudes

Responsible/Self-Disciplined

Is a self-starter; is committed to and accountable for work assigned; does not just do the bare minimum to get the job done; is loyal to the employer.

Willing to Learn/Pride in Doing a Good Job

Is flexible, willing, and able to respond to change in work assignments or learn new technology and new ways of doing things; is willing to do the job over until he/she gets it done right.

Safety-Conscious

Always thinks about safety in every aspect of the job; takes responsibility for his/her own actions and notices and corrects unsafe situations in the workplace; does not always have to be told to use safe procedures; concerned for the safety of others.

Manages Stress and Personal Problems

Deals with job pressures in a positive way; does not let personal problems interfere with getting the work done, either by being distracted at work or by failing to come to work or come on time.

Positive Outlook

Views the good in situations and works constructively to solve problems; has a positive self-image; is self-confident; sets personal goals.

Follows Rules

Performs tasks in the prescribed manner; doesn't break rules but will help to change rules if they should be changed.

Good Team Member

Shares information; works well and credits (praises) other workers; puts the team above personal interests.

Respects Others

Has good manners; shows common courtesy; appreciates multicultural diversity.

Willing to Earn Reward

Able to see long term results of efforts on the job and put in time and effort before expecting a promotion.

Work Values ("Work Ethic")

Honesty and Integrity

Bases actions on a personally held set of values; can be trusted to follow the rules even when supervisors are not present; keeps his/her word.

Good Manners

Always shows courtesy and respect toward others.

Accepts Advice, Supervision, Criticism

Has high self-esteem and does what is asked; accepts criticism and uses it to improve.

Dependability/Follows Through

Works diligently to complete the tasks, alerts supervisor to problems or delays so that there are no surprises about work not being done.

Good Attendance/On-time

Can be depended upon to be at work except for good reasons, such as illness or death in the family; ready to begin work on time.

Accuracy of Work/No Waste

Is careful and avoids mistakes; if mistakes are made, will correct the errors; takes pride in work well done; holds high standards.

Pride & Productivity in Work

Shows initiative; is ambitious; figures out how to get the job done; works as efficiently as possible to get the job done –well.

These critical skills, values, & attitudes were identified by CEOs, personnel directors, and other employer representatives, and revised by Alaska's Youth: Ready for Work following review by parents, educators, students, and other community members.

