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; expresses ideas clearly and concisely; writes 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

**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.

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ALASKA’S INDUSTRY CONNECTION FOR A SKILLED PROFESSIONAL WORKFORCE