



Top 10 Core Employability Skills

The following skills are a defined set of the core skills and behavioral competencies necessary for successful transition into the workplace. The NYC DOE has identified these core employability skills as benchmarks for all students to demonstrate through their participation in career-related programs or course of study in New York City Schools. Combined with the necessary academic and occupational skills, demonstration of these skills indicates readiness for work.

Work-Based Learning coordinators, teachers, employer partners and students should consider these Top 10 Core Employability Skills when creating learning objectives for a particular work-based learning activity, or developing assessments to gauge student skill acquisition.

MHA Labs Skill Building Blocks:¹

Intent on increasing success factors for youth, MHA Labs has designed a common set of easy-to-understand 21st century skill targets known as The Building Blocks. The Building Blocks comprise 35 core social, emotional and cognitive skills deemed critical for college, career and life success, and includes skills from five broad categories: personal mindset, planning for success, social awareness, verbal communication and collaboration. From those 35 skills, 10 core skills have been identified as Core Employability Skills.

Top 10 Core Employability Skills

Personal Mindset

- Needs minimal supervision to complete tasks.
- Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.
- Adapts approach in response to new conditions or others' actions.

Planning for Success

- Manages time to complete tasks on schedule.

Social Awareness

- Recognizes the consequences of one's actions.
- Balances own needs with the needs of others.

Collaboration

- Helps team members complete tasks, as needed.

Problem Solving

- Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.

+ Plus Professional Attitude

- Brings energy and enthusiasm to the work.
- Takes responsibility for his or her actions and does not blame others.

¹MHA Labs Skill Building Blocks, <http://mhalabs.org/skill-building-blocks/>, used with permission.

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PLANNING FOR SUCCESS

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PROBLEM SOLVING

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+ PLUS PROFESSIONAL ATTITUDE

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The Top 10 Core Employability Skills Include 8 MHA Labs Building Block Skills Plus 2 Professional Attitude Skills that Target Employer Satisfaction.

 Personal Mindset  Planning for Success  Social Awareness  Collaboration  Problem Solving  Plus Professional Attitude



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