

Employability and Academic Literacy Skills

The following skills are a defined set of the core skills and behavioral competencies necessary for successful transition into the workplace. The NYC Public Schools has identified these core employability and academic literacy skills as benchmarks for all students to demonstrate through their participation in career-related programs or course of study in NYC Public 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 Employability Skills when creating learning objectives for a particular work-based learning activity or developing assessments to gauge student skill acquisition.

Employability Skills

1. 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.
2. Dependable
 - Trustworthy and reliable. Takes responsibility for completing all given tasks and adheres to all deadlines.
3. Social Awareness
 - Recognizes the consequences of one's actions. Balances own needs with the needs of others.
4. Collaboration
 - Helps team members complete tasks, as needed.
5. Problem Solving
 - Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.
6. Professional Attitude
 - Brings energy and enthusiasm to the workplace. Takes responsibility for his or her actions and does not blame others.
7. Technology
 - Is familiar with the technology needed to complete the work. Able to adjust to, and utilize the technology necessary to complete all tasks.
8. Time and Attendance
 - Manages time to complete tasks on schedule. Punctual. On-time to appointments and meetings

Academic Literacy Skills

1. Creativity
 - Artistry, curiosity, imagination, innovation, personal expression.
2. Civic
 - Ethical, and social-justice literacy.
3. Economic
 - Financial literacy, entrepreneurialism.
4. Global Awareness
 - Multicultural literacy, humanitarianism.
5. Scientific Literacy
 - Scientific literacy and reasoning, the scientific method.
6. Environmental
 - Environmental and conservation literacy, ecosystems understanding.
7. Health and Wellness
 - Health and wellness literacy, including nutrition, diet, exercise, and public health and safety.

NOTE: The NYC Public Schools also recognizes the skill building blocks created by MHA Labs. 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. <http://mhalabs.org/skill-building-blocks/>