



EMPLOYABILITY STANDARDS

The employable adult should be able to:

- E.1** Effectively contribute to a team through cooperation, leadership, and giving and accepting critical feedback to work toward a common goal.
- E.2** Utilize workplace tools and technologies to communicate effectively (e.g., memos/e-mails, basic computer programs, phone systems).
- E.3** Model compliance of workplace policies and procedures.
- E.4** Utilize and support workplace organizational structures (e.g., company departments, corporate goals, chain of command).
- E.5** Utilize resources responsibly.
- E.6** Identify and effectively use skills and materials needed for a particular task.
- E.7** Accurately analyze information and respond appropriately.
- E.8** Interact with others in a professional manner.
- E.9** Analyze self-performance to better understand strengths and areas for improvement.
- E.10** Seek out opportunities for advancement and improvement of personal skills and abilities.