SANTA ROSA JUNIOR COLLEGE
**Career Development Services**
Hours: Monday-Thursday 8am-5pm
Fridays: 8am-noon (closed Fridays June & July)
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# Core Employability Skills

Employment security means having or learning the core employability skills that are needed for work in your career area. Anything you need to know in order to do a job well can be learned. Transferable and knowledge-based skills relevant to the position, project or assignment are helpful assets.

## Skills Employers Value

### » Foundational Skills

Ability to perform mathematical operations, utilize technology, and read and write at the college level.

### » Written and Spoken Communication Skills

The ability to speak and write clearly, listen well, and effectively present your ideas within culturally diverse settings.

### » Teamwork

The capacity to share responsibilities, collaborate with others, honor commitments, help others do their jobs, and seek help when needed.

### » Personal Development

The development of self-awareness and sensitivity towards others, and the learned skill to manage resources, such as time and money. The ability to maintain health, and an attitude committed to lifelong learning.

### » Self-discipline and self-confidence

The ability to set goals and consistently meet deadlines. To know your strengths and how to use them to effectively reach your goals as well as the goals of your employer.

### » Maturity

Able to maintain a mature, problem-solving attitude while dealing with others in less positive situations. Able to learn from experience, ask questions and correct mistakes. Absorb criticism and direction without feeling defeated, resentful or insulted.

### » Organization and Planning

Able to organize people or tasks and develop realistic action plans while being aware of time constraints and available resources. Read books on time management and multi-tasking, or take classes to enhance or develop these valuable skills!

### » Creativity and Problem-solving

A realistic understanding of issues that may arise, and the ability to come up with new ideas to solve problems while showing good judgment.

### » Information Management

The capacity to acquire and evaluate facts and data, organize information, and communicate it using computers. For example, knowledge of Excel or other spreadsheet programs is helpful.

### » Systems and Technology

An understanding of social organization, technology and business systems, and the capacity to apply technology to tasks and improve existing systems.

### » Leadership

The skill to influence the actions of others in a positive direction and exhibit good judgment. Anyone can learn how to be a leader, even someone who is more introverted. Training programs abound.

### » Work Ethic

A motivating belief that employees owe their employer a full day of diligent work, including following their supervisor's instructions.

### » Intercultural Literacy and Interaction

The recognition and acknowledgment of individual and cultural diversity, ability to practice respectful communication, and an understanding and respect for the different and sometimes conflicting ideas and values expressed in the world's cultural traditions.

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