Do you Have The Skills Indiana’s Employers Are Searching For?

Indiana employers want highly-skilled employees. Developing these 18 Employability Skills can help you land your dream job!

**MINDSETS**

**Lifelong Learning**
Demonstrate willingness to work and learn, and continually apply new knowledge.

**Possess belief** in your own ability to succeed and assert self when necessary. **Self-confidence**

**WORK ETHIC**

**Self-Discipline**
Successfully carry out expectations with minimal supervision.

Demonstrate self-control and behave in accordance to rules with minimal direction.

**INDEPENDENCE**

**Perseverance**
Demonstrate endurance and capacity to complete tasks.

**Time Management & Organization**
Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

Manage transitions and adjust to changing situations and responsibilities.

**INTEGRITY**
Act in a trustworthy and honest manner.

**ADAPTABILITY**

**Professionalism**
Demonstrate skills and behaviors appropriate for school and work.

**LEARNING STRATEGIES**

**Effective Communication**
Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

**Decision-Making**
Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.

**INITIATIVE**
Apply self-motivation and self-direction to work and learning.

**Attention to Detail**
Achieve thoroughness and accuracy when accomplishing a task.

**Problem Solving**
Apply critical and creative thinking skills to resolve problems.

**APTITUDE & Awareness**
Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.

**SOCIAL & EMOTIONAL SKILLS**

**Connection**
Demonstrate the ability to network with others through social awareness and cultural sensitivity.

**Regulation**
Recognize and manage one’s emotions.

**Collaboration**
Work well with others in a team.

Want to learn more?
www.employabilityskills.in.gov