



Gail Borden  
Public Library  
District

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information

# information

## Gail Borden Public Library District

### Employability Skills

#### What are employability skills?

“Employability skills are those basic skills necessary for getting, keeping, and doing well on a job” (<http://www.aces.edu/crd/workforce/publications/employability-skills.PDF>).

Basic Academic Skills	Higher-Order Thinking Skills	Personal Qualities	
<ul style="list-style-type: none"> <li>• Reading</li> <li>• Writing</li> <li>• Science</li> <li>• Math</li> <li>• Oral Communication</li> <li>• Listening</li> </ul>	<ul style="list-style-type: none"> <li>• Learning</li> <li>• Reasoning</li> <li>• Thinking Creatively</li> <li>• Decisions Making</li> <li>• Problem Solving</li> </ul>	<ul style="list-style-type: none"> <li>• Responsible</li> <li>• Self Confidence</li> <li>• Self Control</li> <li>• Social Skills</li> <li>• Honest</li> <li>• Have Integrity</li> <li>• Adaptable and Flexible</li> </ul>	<ul style="list-style-type: none"> <li>• Team Spirit</li> <li>• Punctual and Efficient</li> <li>• Self Directed</li> <li>• Good Work Attitude</li> <li>• Well Groomed</li> <li>• Cooperative</li> <li>• Self Motivated</li> <li>• Self Management</li> </ul>

<http://www.aces.edu/crd/workforce/publications/employability-skills.PDF>

#### Improve Your Employability

##### 1. Sharpen Computer Skills

Computers are now closely tied with communication. Word processing and email skills are increasingly important. Take a computer class, practice typing, and become familiar with doing basic Internet searches.

##### 2. Communicate and Practice Networking

“Greet your family members, friends, and peers and do not ignore them. Continuously reciprocate to breed communication. If you do not reciprocate at least with a 'thanks' when you get information or a source on your online network or your offline network, you will not be remembered for a long time. If you are not remembered, you are out of your network” (<http://www.rediff.com/getahead/2007/jan/09soft.htm>).

##### 3. Build Mini-Stories

“Lindsay Olson, partner and recruiter at Paradigm Staffing... suggested that job seekers build ‘mini-stories’ around the soft skills they think would be valuable for the ...‘You should prepare specific examples of how you dealt with a specific task or issue that will help others understand you have skills to solve their problems too’”

([http://hotjobs.yahoo.com/career-articles-6\\_soft\\_skills\\_that\\_could\\_land\\_you\\_the\\_job-770](http://hotjobs.yahoo.com/career-articles-6_soft_skills_that_could_land_you_the_job-770)).

#### Links

##### Top Skills and Values Employers Seek

[http://www.quintcareers.com/job\\_skills\\_values.html](http://www.quintcareers.com/job_skills_values.html)

##### Career Storytelling Tools for Job-Seekers

[http://www.quintcareers.com/career\\_storytelling](http://www.quintcareers.com/career_storytelling)

##### 6 Soft Skills That Could Land You the Job

[http://hotjobs.yahoo.com/career-articles-6\\_soft\\_skills\\_that\\_could\\_land\\_you\\_the\\_job-770](http://hotjobs.yahoo.com/career-articles-6_soft_skills_that_could_land_you_the_job-770)