



8 Keys to Employability

1. Personal Values

- Honest
- Positive self-image
- Personal and career goals
- Emotional stability
- Good attitude

2. Problem-solving and Decision-making Skills

- Flexible
- Creative & Innovative
- Adapt to change
- Plan & organize work
- Reason & make objective decisions

3. Relations with co-workers

- Team player
- Accept authority & supervision
- Consistent
- Cooperative
- Leadership

4. Communication skills

- Ask for help when needed
- Good grammar & spelling
- Express themselves clearly
- Listen well
- Eye contact

5. Task-related skills

- Complete work on time
- Follow oral, written and visual instructions
- Not distracting or distractible
- Work neatly
- Stick with a task & keep busy

6. Maturity

- Dependable
- Accept responsibility
- Don't let personal problems interfere
- Willing to perform extra work
- Pride in their work

7. Health & Safety Habits

- Observe safety rules
- Maintain a good work place
- Good personal hygiene
- Dress appropriately & well groomed
- Perform well under stress and tension

8. Commitment to the Job

- Punctual & good attendance
- Consider work more than a job
- Enthusiastic
- Loyal to the organization & its employer
- Interest in future advancement