

# 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.