SkillsUSA Framework

**CAREER-READINESS SKILLS**

**Technical Skills**
Grounded in Academics

**Personal Skills**

**Workplace Skills**

The SkillsUSA career-ready student demonstrates and applies each of the Essential Elements.

**COMMUNICATION**
- Sending and receiving clear messages

**DECISION MAKING**
- Using information and processes to problem-solve and make choices

**TEAMWORK**
- Working with others to achieve a common goal

**MULTICULTURAL SENSITIVITY AND AWARENESS**
- Respecting all people and cultures by fostering appropriate and respectful relationships and interactions

**PLANNING, ORGANIZING AND MANAGEMENT**
- Designing and implementing processes to complete projects and tasks at established standards of quality

**LEADERSHIP**
- Influencing the hearts, minds and actions of others

**INTEGRITY**
- Doing the right thing in a reliable way

**WORK ETHIC**
- Being committed to punctuality, meeting deadlines and following established policies and procedures to get work done

**PROFESSIONALISM**
- Balancing alignment with workplace standards to display a positive image

**RESPONSIBILITY**
- Taking ownership of one's work performance, behavior and actions

**ADAPTABILITY/FLEXIBILITY**
- Embracing change and fostering creativity; being resilient

**SELF-MOTIVATION**
- Exhibiting a passion for life and career

**COMPUTER AND TECHNOLOGY LITERACY**
- Using technology in effective, appropriate and innovative ways

**JOB-SPECIFIC SKILLS**
- Identifying, developing and implementing unique knowledge and skills required by a specific job

**SAFETY AND HEALTH**
- Following workplace health, wellness, financial and safety guidelines

**SERVICE ORIENTATION**
- Meeting the needs of internal and external customers in respectful and effective ways

**PROFESSIONAL DEVELOPMENT**
- Engaging intentionally in learning experiences that contribute positively to career path progression