

Essential Employability Skills and North Carolina Career and Technical Education (CTE) Curriculum

Six NC Focused Essential Employability Skills:

1. Communication Skills: 
2. Ethics 
3. Problem Solving Skills: 
4. Professionalism: 
5. Resource Management: 
6. Teamwork 

1. Communication Skills: 

Career-ready individuals communicate in the workplace with clarity and purpose to effectively share their opinions, ideas, and action plans, whether using written, verbal, and/or visual methods. They are skilled at interacting and networking with others; they are active listeners and speak clearly. (*Essential Employability Skills Resources: 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13)

Demonstrated Expectations & Competencies:

Demonstrate accurate exchange of information and ideas

Demonstrate ability to provide/give constructive feedback

Demonstrate ability to identify audience needs and prepare for desired outcome

Demonstrate active listening

Demonstrate ability to write and speak effectively and clearly

2. Ethics:



Career-ready individuals consistently act in ways that align to personal and community-held ideals and principles while employing strategies to positively influence their communities and the impact of their business/action on the world around them. They demonstrate a clear understanding of integrity, work ethic, and act on these understandings in decision making. They use a variety of means to positively impact the direction and actions of a team or organization. Behaviors coincide with ethical standards, honesty, fairness, respect, and leadership. (*Essential Employability Skills Resources: 2, 3, 5, 7, 8, 9, 10, 11, 12, 13)

Demonstrated Expectations & Competencies:

Demonstrate honesty and integrity in communications, and personal behavior

Demonstrate fairness and respect in communications, and personal behavior

Demonstrate honesty, integrity, fairness, and respect in decision making

Demonstrate accountability for work and commitments

Demonstrate the Golden Rule and “Do the Right Thing”

3. Problem Solving Skills:



Career-ready individuals recognize challenges, understand the nature of the challenge, and devise effective plans to solve the challenge. They thoughtfully investigate the root cause of the challenge and carefully consider options to solve the challenge that is useful and productive to improve their organization prior to introducing solutions. (*Essential Employability Skills Resources: 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13)

Demonstrated Expectations & Competencies:

Demonstrate careful consideration of options when solving challenges

Demonstrate the ability to identify potential challenges and causes (downstream effects)

Demonstrate the ability to acquire, organize, manage, and interpret information and effects of various options

Demonstrate ability to investigate root causes of challenges

4. Professionalism:



Career-ready professional individuals take personal ownership of their own educational and career goals, they take responsibility for their behavior and work effectively and productively with others. They demonstrate self-advocacy, and high-quality work standards while maintaining a positive attitude in the workplace. These employees motivate others in the workplace. They are viewed as enthusiastic, known to provide good customer service, communicate appropriately for the workplace, resolve interpersonal conflict effectively, and appear to have work/life balance.

Workplace behaviors that relate to professionalism are working independently, seeking out new responsibilities, establishing and meeting goals, completing tasks, following directions, complying with rules, demonstrating self-discipline, flexibility, and consistent reliability. (*Essential Employability Skills Resources: 1, 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13)

Demonstrated Expectations & Competencies:

Demonstrate consistency with punctuality, reliability, and follow-through on commitments

Demonstrate ability to effectively manage work/life balance

Demonstrate responsibility for behavior and work

Demonstrate self-advocacy and high-quality work standards

Demonstrate self-motivation

Demonstrate understanding of policy and procedures

Demonstrate ability to maintain a positive attitude and enthusiasm

Demonstrate ability to receive constructive feedback

Demonstrate thoughtful efforts to resolve conflict peacefully

5. Resource Management:



Career-ready individuals know how to effectively and efficiently manage such resources as time, money, information, technology, human capital, and the environment. They are discerning in accepting and using new information. They effectively manage time and resources using a reliable research process. They use an informed process to test new ideas, information, and practices in their workplace situation.

Workplace behaviors include the ability to learn and apply new knowledge and skills and adapt to changing technologies, methods, processes, work environments, organizational structures, and management practices. (*Essential Employability Skills Resources: 2, 3, 4, 5, 7, 8, 9, 10, 11, 12, 13)

Demonstrated Expectations & Competencies:

Demonstrate ability to break down projects into task with timelines

Demonstrate ability to effectively manage time and resources

Demonstrate ability to plan and facilitate effective meetings and workplans

Demonstrate ability to understand reliable and valid information.

Demonstrate ability to anticipate and plan for possible obstacles and setbacks

6. Teamwork:



Career-ready individuals know how to work well and effectively with others. They visibly contribute their own ideas, yet also work cooperatively with others in group decision-making, while respecting differing opinions, customs, and individual preferences to create and develop projects, plans, and solutions. The ability to work as part of a team is one of the most important skills in today's job market. (**Essential Employability Skills Resources: 1, 2, 5, 7, 8, 9, 10, 11, 12, 13*)

Demonstrated Expectations & Competencies:

Demonstrate respect and support of team members

Demonstrate ability to seek ways to increase team members contributions

Demonstrate ability to value and appreciate diversity in teams

Demonstrate ability to contribute ideas

Demonstrate ability to respect differing opinions and flexibility

Demonstrate ability to work collaboratively and cooperatively with others