6 Dimensions of Employability: A Framework for Instruction

What Individuals Must Know and Do to Become Ready-for-Work
A Best Practices Guide for Skills Instructors

1. Assessment / Self-Assessment -- Identifying Strengths and Needs!
   a) Academic/Literacy Skills: Reading, Writing, Math, Language Proficiency
   b) Technical Skills: Digital & Technology Competencies, Industry Competencies, Other Work Skills
   c) Soft Skills: Interpersonal, Communication, Critical-Thinking, Personal Branding
   d) Life Skills: Problem-Solving, Time Management, Self-Management, Financial Literacy
   e) Goal-Setting: Educational, Personal, Family, Work & Career (the motivators of all action) *1

2. Career Awareness, Exploration & Planning -- What they Know and Need to know!
   f) Skills-Building I (literacy skills)
   g) Skills-Building II (technical: keyboarding, computers/digital, industry-specific)
   h) Skills-Building III (soft skills and life skills (see above))
   i) Interest Inventory
   j) Research (on-line, job shadowing, internships/work experiences, information interviews, etc)
   k) Choosing and Planning a Career Path (Goals previously stated may be revisited and/or revised based on skills-building and research) *1

3. Pre-Employment / Transition Planning -- Getting “Ready for Work”
   l) Resolving Potential Barriers before the job search begins (Preparing your Support System) *2
   m) Work Readiness Indicator(s)
   n) Building a Resume & Profile (based on skills-building activities listed above)
   o) Research (ongoing and simultaneous)
   p) Re-Ordering/Re-Prioritizing Your Life to Support your Goals *1
   q) Preparing Your Family (aligning your personal life with work and career)

4. The Job Search -- Finding the Right Job!
   r) Networking (ongoing and simultaneous)
   s) Applying / Interviewing (items “a” through “p” are all to help individuals prepare for this step)
   t) Following-Up After the Interview (send “Thank You” cards immediately, continue networking)
   u) Engaging Your Support System *2

5. Beginning Employment -- Ready, Set, Go to Work!
   v) Make a Successful Transition into Employment

6. Retaining Employment / Advancing Your Career -- Keeping the Job & Moving Up!
   w) Workplace Etiquette (Culture and Expectations: Soft Skills –Items #1c and 2h above)
   x) Life and Work Balance (Life Skills –Item #1d above) *2
   y) Lifelong Learning (Sections 1 and 2 above are ongoing throughout your work life)
   z) Advancing and Changing Careers *1 (Section 2 above is ongoing throughout your work life)