


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
Identifying and Addressing Potential Barriers (Developing your Support System) *2
 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)
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- aligned with stated goals