



# 21st Century Skills For Success

## What Employers Expect

### Positive Attitude

- Be respectful to co-workers and supervisors.
- Take direction from supervisors without complaints.
- Show enthusiasm for the job at hand.

### Attendance/ Time Management

- Be on time and ready to work when you arrive.
- Perform tasks within a reasonable amount of time.
- Be reliable.

### Acceptance of Responsibility

- Maintaining confidentiality builds trust. Do not disclose any information that an organization considers sensitive and confidential.
- Do not raise objections when tasks are assigned or when mistakes are pointed out.

### Acceptance of Supervision

- Work well with supervisors.
- Accept instruction, direction and constructive criticism in a willing manner.

### Teamwork Skills

- Work in a cooperative and respectful manner with others.
- Assist co-workers without being told to do so.

### Personal Appearance

- Be neat and clean.
- Keep jewelry, perfume and cologne to a minimum.
- Wear appropriate clothing for the job.

### Initiative

- Know what needs to be done to complete a given assignment.
- When work is completed, ask for new assignments.
- Help others complete their tasks.

### On the Job, Not the Phone

- Do not use your personal phone while working.

### Communication Skills

- Communicate effectively.
- Communicate ideas and solutions, not just problems.
- Communicate without using offensive language, including slogans on clothing.

### Ability to Follow Instructions

- Be able to carry out an assignment from the original set of instructions.
- Ask if you don't understand.
- Learn from mistakes. Try not to repeat them.

Be college, career and citizenship ready.

Oneida-Herkimer-Madison BOCES School and Business Alliance



Oneida County Workforce Development