

WORK-READINESS CHARACTERISTICS

Minimum characteristics needed to Meet Business Needs

Characteristic	Description
Work Ethic	Being responsible and committed to doing a task well or doing a good day's work. Being punctual for work, being prepared to work productively and not looking for ways to cut corners at the expense of quality. A sense of self-accomplishment and gratification that comes from the knowledge that one did the job right the first time. A willingness to ensure that commitments are kept.
Honesty	A truthful approach in all actions. A willingness to recognize faults or weakness.
Communication Skills	Reading skills, verbal (oral) skills, writing skills and listening skills. The ability to read, interpret and empathize. The ability to convey thoughts, ideas, and concerns to others. The ability to understand what others are communicating and to clarify that understanding. An ability to diagnose an audience and share information that understandable and appropriate to the audience.
Willingness to Learn	A willingness to learn new concepts, ideas or other ways of doing things. A desire or curiosity to want to know more. Being disciplined and organized in the thinking process.
Dependability	A willingness to ensure that promises are kept and deadlines are met so that integrity can be established. A demonstration of follow-through on commitments so that others can rely on the individual.
Teamwork	Approaching job responsibilities with a sense of team commitment. A realization of greater strengths as a team and recognizing and fulfilling one's role.
Flexibility or Adaptability	Being open to change. A willingness to learn new ways and new technology.
Problem Solving	Exploring and examining options and outcomes. Reviewing possible outcomes to determine the best course of action.
Entrepreneurial Inclination	The ability to act independently, to take ownership of a task, to be creative, to take a risk and to be responsible for possible outcomes. Using initiative to see and do what needs to be done without constant, direct supervision.
Goal Setting	The ability to set goals and to achieve them. The ability to monitor one's own progress and to evaluate the end product.
Basic Number Functions	Basic number skills such as adding, subtracting, multiplying and dividing accurately.
Focus on Health and Wellness	Demonstrating health, fitness and good personal hygiene.
Respect for Self and Others	Developing and demonstrating positive self-esteem. Appreciating others and recognizing the value of different viewpoints. Providing the "customer service" to others that one would like to receive.
Appropriate Education and Experience	Education and experience that is appropriate to the job level and to the environment, which varies from industry to industry and from job to job.

CAREER DEVELOPMENT CHECKLIST

Career development is more than simply examining what you want to be or do when you “grow up.” It includes things such as knowing yourself (what you are good at and what you would like to do), knowing what jobs are available in your community, exploring different career choices, preparing a résumé, practicing for an interview and filling out a job application. Here are some skills that can help you increase your chances for landing the job of your dreams:

	Knowledge or Skill	YES (✓)	Date	I will ask _____ for help:
1.	I have taken a vocational interest inventory.			
2.	I know what my occupational area of interest is.			
3.	I can identify at least two jobs and/or companies that match this interest.			
4.	I know how much education I need to be employed in this field.			
5.	I have the reading and math skills necessary for this job.			
6.	I know the physical demands of this job.			
7.	I need more training in order to get this job.			
8.	I have identified where and how to get this training.			
9.	I have visited a company that offers this type of employment.			
10.	I have talked with people who perform this job.			
11.	I have completed a job shadowing experience related to this field.			
12.	I have completed a résumé.			
13.	I have practiced my interviewing skills.			
14.	I have asked at least two people to give me feedback on my interviewing skills.			
15.	I have practiced strengthening my “weaker” areas of interviewing.			
16.	I have practiced completing a job application form.			
17.	I can identify three skills I possess pertaining to this career choice.			
18.	I can identify three of my positive personality traits.			
19.	I can identify three of my interests or hobbies.			
20.	I can identify three possible barriers to employment.			
21.	I can identify three strategies to alleviate or lessen each barrier.			

WORK PREFERENCE INVENTORY

STEP 1

Choose one of the two options presented for each row across that fits you the closest. For example, in Row 1 you have the option to choose between A or B, in Row 2 you have the option to choose between A or C, etc.

I LIKE work assignments which enable me to:

	A	B	C	D
1	<input type="radio"/> Take action	<input type="radio"/> Coordinate activities		
2	<input type="radio"/> Take action		<input type="radio"/> Gather information	
3	<input type="radio"/> Take action			<input type="radio"/> Follow procedures
4		<input type="radio"/> Coordinate activities	<input type="radio"/> Gather Information	
5		<input type="radio"/> Coordinate activities		<input type="radio"/> Follow procedures
6			<input type="radio"/> Gather information	<input type="radio"/> Follow procedures
7	<input type="radio"/> Accomplish tangible results	<input type="radio"/> Participate with others		
8	<input type="radio"/> Accomplish tangible results		<input type="radio"/> Creatively problem solve	
9	<input type="radio"/> Accomplish tangible results			<input type="radio"/> Analyze facts/data
10		<input type="radio"/> Participate with others	<input type="radio"/> Creatively problem solve	
11		<input type="radio"/> Participate with others		<input type="radio"/> Analyze facts/data
12			<input type="radio"/> Creatively problem solve	<input type="radio"/> Analyze facts/data
13	<input type="radio"/> Be in charge	<input type="radio"/> Be involved		
14	<input type="radio"/> Be in charge		<input type="radio"/> Be self-directed	
15	<input type="radio"/> Be in charge			<input type="radio"/> Be systematic
16		<input type="radio"/> Be involved	<input type="radio"/> Be self-directed	
17		<input type="radio"/> Be involved		<input type="radio"/> Be systematic
18			<input type="radio"/> Be self-directed	<input type="radio"/> Be systematic
19	<input type="radio"/> Know what needs to be done; then do it	<input type="radio"/> Know who else will be included or affected		
20	<input type="radio"/> Know what needs to be done; then do it		<input type="radio"/> Know why an assignment is to be done	
21	<input type="radio"/> Know what needs to be done; then do it			<input type="radio"/> Know how an assignment is to be done
22		<input type="radio"/> Know who else will be included or affected	<input type="radio"/> Know why an assignment is to be done	
23		<input type="radio"/> Know who else will be included or affected		<input type="radio"/> Know how an assignment is to be done
24			<input type="radio"/> Know why an assignment is to be done	<input type="radio"/> Know how an assignment is to be done

STEP 2

Total your selections. Add the total number of checked buttons in columns A,B,C and D. (For accuracy, check to see that the total of A+B+C+D=24.)

	A	B	C	D
Totals				

	A	B	C	D
Totals				

WORK PREFERENCE RESULTS

The column in which you scored the highest represents your preferred work style. (If you tied scores, you may consider both columns to represent your preferred work styles.)

	A	B	C	D
	If you scored highest in A, your work style and defining characteristics are listed below in this column	If you scored highest in B, your work style and defining characteristics are listed below in this column	If you scored highest in C, your work style and defining characteristics are listed below in this column	If you scored highest in D, your work style and defining characteristics are listed below in this column
Your work style is:	Focuser (Self-starter)	Relater (Enthusiastic)	Integrator (Finisher)	Operator (Detailer)
You like to:	Focus (What)	Relate (Whom)	Integrate (Why)	Operate (How)
You want to know:	Task at hand	Big picture	Significance	Details
Your preferred roles are:	Taking charge/ Working independently	Coordinating/ Facilitating	Problem solving/ Diagnosing	Monitoring/ Analyzing
You are concerned with:	Practicality	Teamwork	Innovation	Documentation
You manage by:	Directing	Organizing	Planning	Controlling
Your managing style is:	Authoritative	Democratic	Self-directed	Systematic
You want to be:	Productive	Flexible	Self-reliant	Accountable
You value:	Experience	Participation	Questioning	Compliance
You follow:	Strong leader	Focus of group	Personal reasoning	Policy
You work well with:	Clear goals	Broad goals	Ideas/ input	Systems
Your focus is on:	Outcomes	Involvement	Input	Procedures
You want to have:	Authority	Influence	Time to assess	Boundaries
You learn best by:	Doing	Observing and participating	Listening	Repetition