

FOUNDATIONAL WORK SKILLS

Students, job seekers, and currently employed workers should focus on building these essential job skills - the skills that form the foundation of training and job performance and those most sought by employers, according to ACT research.

APPLIED MATHEMATICS

Critical thinking, mathematical reasoning, and problem-solving techniques in workplace situations. High levels of this skill include:

- **Solving problems** that include nonlinear equations
- **Converting** systems of measurement
- **Calculating** areas and volumes

LOCATING INFORMATION

The ability to locate, synthesize, and use information from workplace graphics: charts, diagrams, floor plans, etc. High levels of this skill include:

- **Drawing conclusions and applying information** based on complicated graphics
- **Using data** to make decisions

READING FOR INFORMATION

Reading and using written text in workplace materials such as memos, directions, notices, policies, and regulations. High levels of this skill include:

- **Figuring out definitions** of difficult, uncommon words, industry jargon, and technical terms
- **Deciphering the general principles** behind policies and applying them to work situations

DON'T FORGET 'SOFT SKILLS'!

These skills are not typically taught in schools or colleges, but they're vital to virtually every job:

- **Carefulness** - Thinking before acting
- **Cooperation** - Likability and cordialness
- **Creativity** - Imaginative thinking
- **Discipline** - Responsibility, dependability, follow-through without distraction
- **Goodwill** - Forgiveness and positivity
- **Influence** - Impactful leadership
- **Optimism** - Positive outlook and confidence in success
- **Order** - Neatness, organization
- **Savvy** - Understand office politics
- **Sociability** - Enjoyment in others
- **Stability** - Composure and rationality
- **Striving** - High aspirations