

# 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<sup>®</sup> research.

## APPLIED MATH

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

- **Identifying** errors in a calculation
- **Converting** systems of measurement
- **Calculating** areas and volumes

## GRAPHIC LITERACY

Reading and comprehending graphical materials to solve work-related problems. High levels of this skill include:

- **Interpreting** trends, relationships, and patterns
- **Comparing** information and trends among data sets
- **Using** data to make decisions

## WORKPLACE DOCUMENTS

Reading and comprehending written information to make decisions and solve problems. High levels of this skill include:

- **Inferring** meanings of words and phrases from contexts
- **Deciphering** the meaning of acronyms, jargon, or technical content
- **Applying** information and instructions to a new situation

## 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** - Understanding office politics
- **Sociability** - Enjoyment in others
- **Stability** - Composure and rationality
- **Striving** - High aspirations