

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 MATH

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



IDENTIFYING

errors in calculation

CONVERTING

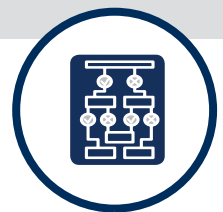
systems of measurement

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

For more information, go to act.org/workkeys.