

STUDENT CAREER INTERESTS WORKSHEET

1. Look at this list of skills that employers are looking for:

WHAT YOUR FUTURE EMPLOYER WANTS FROM YOU

WORKPLACE READINESS SKILLS
for the Commonwealth

Needs Identified by Virginia Employers

Personal Qualities and People Skills

- 1. POSITIVE WORK ETHIC:**
Comes to work every day on time, is willing to take direction, and is motivated to accomplish the task at hand
- 2. INTEGRITY:**
Abides by workplace policies and laws and demonstrates honesty and reliability
- 3. TEAMWORK:**
Contributes to the success of the team, assists others, and requests help when needed
- 4. SELF-REPRESENTATION:**
Dresses appropriately and uses language and manners suitable for the workplace
- 5. DIVERSITY AWARENESS:**
Works well with all customers and coworkers
- 6. CONFLICT RESOLUTION:**
Negotiates diplomatic solutions to interpersonal and workplace issues
- 7. CREATIVITY AND RESOURCEFULNESS:**
Contributes new ideas and works with initiative

Professional Knowledge and Skills

- 8. SPEAKING AND LISTENING:**
Follows directions and communicates effectively with customers and fellow employees
- 9. READING AND WRITING:**
Reads and interprets workplace documents and writes clearly
- 10. CRITICAL THINKING AND PROBLEM SOLVING:**
Analyzes and resolves problems that arise in completing assigned tasks
- 11. HEALTH AND SAFETY:**
Follows safety guidelines and manages personal health
- 12. ORGANIZATIONS, SYSTEMS, AND CLIMATES:**
Identifies "big picture" issues and his or her role in fulfilling the mission of the workplace
- 13. LIFELONG LEARNING:**
Continually acquires new industry-related information and improves professional skills
- 14. JOB ACQUISITION AND ADVANCEMENT:**
Prepares to apply for a job and to seek promotion
- 15. TIME, TASK, AND RESOURCE MANAGEMENT:**
Organizes and implements a productive plan of work
- 16. MATHEMATICS:**
Uses mathematical reasoning to accomplish tasks
- 17. CUSTOMER SERVICE:**
Identifies and addresses the needs of all customers, providing helpful, courteous, and knowledgeable service

Technology Knowledge and Skills

- 18. JOB-SPECIFIC TECHNOLOGIES:**
Selects and safely uses technological resources to accomplish work responsibilities in a productive manner
- 19. INFORMATION TECHNOLOGY:**
Uses computers, file management techniques, and software/programs effectively
- 20. INTERNET USE AND SECURITY:**
Uses the Internet appropriately for work
- 21. TELECOMMUNICATIONS:**
Selects and uses appropriate devices, services, and applications

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Which two of the skills are you best at?

Which two skills do you most need to improve?

2. My three best personal qualities or characteristics are:

3. My top three interests (likes, hobbies, and fun activities) are:

4. My favorite school subjects are:

5. What career are you currently most interested in pursuing?
