

# What Employers Expect from Workers

**Help  
Wanted**

Apply within

Will you be ready?

**Great  
opportunity  
for skilled  
workers**

Apply now!

## Foundation Skills

**Reading/Writing**  
**Arithmetic/Mathematics**  
**Listening/Speaking**  
**Creative Thinking**  
**Decision Making**  
**Problem Solving**  
**Mental Visualization**  
**Knowing How to Learn**  
**Reasoning**

## Personal Characteristics

**Responsibility**  
**Self Esteem**  
**Sociability**  
**Self-Management**  
**Integrity/Honesty**

## Competencies

**Using Resources**  
**Interpersonal Skills**  
**Information**  
**Understanding Systems**  
**Technology**

The real purpose of school is to prepare you for life.  
Work will be a major part of your life!

These skills are based on the Secretary's Commission on Achieving Necessary Skills (SCANS), U.S. Department of Labor