

# SkillsUSA Framework

## CAREER-READINESS SKILLS

The SkillsUSA career-ready student demonstrates and applies each of the Essential Elements.



Using technology in effective, appropriate and innovative ways

**COMPUTER AND TECHNOLOGY LITERACY**

Identifying, developing and implementing unique knowledge and skills required by a specific job

**JOB-SPECIFIC SKILLS**

Following workplace health, wellness, financial and safety guidelines

**SAFETY AND HEALTH**

**SERVICE ORIENTATION**

Meeting the needs of internal and external customers in respectful and effective ways

**PROFESSIONAL DEVELOPMENT**

Engaging intentionally in learning experiences that contribute positively to career path progression

**INTEGRITY**

Doing the right thing in a reliable way

**WORK ETHIC**

Being committed to punctuality, meeting deadlines and following established policies and procedures to get work done

**PROFESSIONALISM**

Behaving in alignment with workplace standards to display a positive image

**RESPONSIBILITY**

Taking ownership of one's work performance, behavior and actions

**ADAPTABILITY/FLEXIBILITY**

Embracing change and fostering creativity; being resilient

**SELF-MOTIVATION**

Exhibiting a passion for life and career

**COMMUNICATION**

Sending and receiving clear messages

**DECISION MAKING**

Using information and processes to problem-solve and make choices

**TEAMWORK**

Working with others to achieve a common goal

**MULTICULTURAL SENSITIVITY AND AWARENESS**

Respecting all people and cultures by fostering appropriate and respectful relationships and interactions

**PLANNING, ORGANIZING AND MANAGEMENT**

Designing and implementing processes to complete projects and tasks at established standards of quality

**LEADERSHIP**

Influencing the hearts, minds and actions of others

