

**FY 2022 IYIP Continuation Funding
Notice
Appendix H**

Illinois Essential Employability Skills

1. Personal Ethic

a. Integrity

- i. Treats others with honesty, fairness, and respect
 - 1. Demonstrates respect for company time and property
 - a. Is present and engaged in the workplace
 - b. Demonstrates appropriate use of technology in the workplace
 - 2. Accepts responsibility for one's decisions and actions

b. Respect

- i. Works effectively with those who have diverse backgrounds, beliefs, and cultures
- ii. Exhibits respect for authority

c. Perseverance

- i. Stays on task when provided with strategies for overcoming barriers

d. Positive attitude

- i. Cooperates in a pleasant and polite manner with clients, coworkers, and supervisors
- ii. Exhibits flexibility and adaptability
- iii. Takes direction and correction willingly

2. Work Ethic

a. Dependability

- i. Shows up on time and ready to work
 - 1. Fulfills obligations, completes assignments, and meets deadlines
 - 2. Behaves consistently and predictably
- ii. Regular Attendance
 - 1. Demonstrates minimum absenteeism
 - 2. Communicates absenteeism with direct supervisor
- iii. Commitment
 - 1. Desires to effectively work toward the employer's goals
 - 2. Takes the initiative in seeking new responsibilities, maintaining professional goals, and striving to exceed standards and expectations of their position

b. Professionalism

- i. Maintains a professional demeanor at work
 - 1. Demonstrates self-control by maintaining composure and keeping emotions in-check, even in difficult situations
 - 2. Exhibits professional appearance by dressing appropriately for the workplace and maintaining personal hygiene
 - 3. Understands employer's objectives

3. Communication Skills

a. Active Listening

- i. Listens to and considers other's viewpoints
- ii. Maintains open and factual lines of communication appropriate to one's position

b. Clear Communication

- i. Follows directions
- ii. Is open to correction
- iii. Comprehends written material
- iv. Effectively explains a process or problem verbally and/or in writing

4. Team Work

a. Critical Thinking

- i. Demonstrates sound decision making
- ii. Exhibits problem solving skills

b. Effective and Cooperative Work

- i. Demonstrates an ability to work effectively with others
 - 1. Is willing to ask questions and seek clarification or guidance
- ii. Uses appropriate strategies and solutions in dealing with conflicts/differences to maintain a smooth workflow