

# SkillsUSA Framework

## CAREER-READINESS SKILLS

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



- COMPUTER AND TECHNOLOGY LITERACY**
  - Using technology in effective, appropriate and innovative ways
- JOB-SPECIFIC SKILLS**
  - Identifying, developing and implementing unique knowledge and skills required by a specific job
- SAFETY AND HEALTH**
  - Following workplace health, wellness, financial and safety guidelines
- SERVICE ORIENTATION**
- PROFESSIONAL DEVELOPMENT**
  - Meeting the needs of internal and external customers in respectful and effective ways
  - 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**
- ADAPTABILITY/FLEXIBILITY**
  - Taking ownership of one's work performance, behavior and actions
- SELF-MOTIVATION**
  - Embracing change and fostering creativity; being resilient
  - 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

