



Employability Skills Checklist

The following skills were identified as the most critical employability skills that can be learned through work-based learning. Over 225 stakeholders from across Tennessee vetted this list through focus groups with the Tennessee Department of Education, including administrators, teachers, WBL coordinators, CTE directors, and postsecondary and industry representatives. While all these skills were deemed important by all stakeholders, the most critical were "Application of Academic Knowledge and Skills" and "Personal and Social Skills."

Application of Academic and Technical Knowledge and Skills

- LITERACY: Read and comprehend relevant academic and technical texts
- MATH: Select and apply relevant mathematical concepts to solve problems and perform expected tasks
- INDUSTRY-SPECIFIC TECHNICAL SKILLS: Demonstrate industry-specific technical skills
- INDUSTRY-SPECIFIC SAFETY SKILLS: Demonstrate adherence to industry-specific safety regulations

Career Knowledge and Navigation Skills

- UNDERSTANDING CAREER PATHS: Plan and navigate education/career paths aligned to personal goals
- PLANNING: Develop and implement a personalized student learning plan
- REFLECTION: Reflect on experiences through creation of a personal portfolio

21st Century Learning and Innovation Skills

- CREATIVITY AND INNOVATION: Think creatively, Work creatively with others, Implement innovations
- CRITICAL THINKING & PROBLEM SOLVING: Reason effectively, Make judgments and decisions, Solve problems
- COMMUNICATION: Oral and written communications skills appropriate to the context, Listen effectively
- COLLABORATION: Exercise flexibility and willingness, assume shared responsibility, work with diverse teams
- INFORMATION LITERACY: Access and evaluate information, manage information accurately and ethically
- ICT (Information, Communications & Technology) LITERACY: Use technology effectively and appropriately

Personal and Social Skills

- INITIATIVE: Work independently; demonstrate agency, curiosity, and the ability to learn
- PROFESSIONALISM, ETHICS, AND INTERPERSONAL SKILLS: Demonstrate reliability, integrity, responsibility, proper etiquette, and ethical behavior
- CULTURAL AND GLOBAL COMPETENCE: Exhibit interpersonal and social skills that are respectful of cultural differences
- ADAPTABILITY AND FLEXIBILITY: Adapt flexibly to roles and responsibility; work effectively with ambiguity; change course as needed
- PRODUCTIVITY: Set goals and priorities and manage time and projects; exhibit punctuality, persistence, and precision and accuracy; complete projects to agreed-upon standards