

Virginia's Workplace Readiness Skills

1. Demonstrate reading skills on a level required for employment in a chosen career field.
2. Demonstrate math skills on a level required for employment in a chosen career field.
3. Demonstrate writing skills on a level required for employment in a chosen career field.
4. Demonstrate speaking and listening skills on a level required for employment in a chosen career field.
5. Demonstrate computer literacy on a level required for employment in a chosen career field.
6. Demonstrate reasoning, problem-solving and decision-making skills.
7. Demonstrate understanding of the "big picture."
8. Demonstrate a strong work ethic.
9. Demonstrate a positive attitude.
10. Demonstrate independence and initiative.
11. Demonstrate self-presentation skills.
12. Maintain satisfactory attendance.
13. Participate as a team member to accomplish goals.

For additional information see <http://www.thecapcenter.com/workplace/> and <http://www.cterresource.org/publications/featured/wpr/index.html>