

SkillsUSA Framework

CAREER-READINESS SKILLS

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



Personal Skills

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

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

Technical Skills Grounded in Academics



Workplace Skills

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

