

Subject

Language Arts

Concept

Brainstorming

Grade Level

9 - 12

**National
Career
Guidelines**

Competency II

Skills to Interact
Positively with
Others**Type of
Activity**Individual with
Class
Participation
and Guest
Speakers**Related
Occupations**Career
CounselorHuman
Resource
Manager

What Employers Want

This activity is designed to help students identify qualities employers commonly seek in employees. Students will compile a written list of desirable qualities for an employee and will self-rate themselves as workers.

MATERIALS/SUPPLIES

“Workplace Basics: Skills Employers Want” handout, guest speakers (at least one employer and one employee), paper, pen/pencil

ACTIVITY

- Distribute the “Workplace Basics: Skills Employers Want” handouts.
- Have students brainstorm a list of traits they think an employer would want in a worker.
- Ask students to prioritize these traits from most important to least important. (This could be done by voting on each trait.)
- Have an EMPLOYER talk with students regarding what it takes to be hired and to be a good employee.
- Have each student list the qualities mentioned.
- Have an EMPLOYEE talk with students regarding what it takes to be hired and to be a good employee.
- Have each student list the qualities mentioned.
- Compare the student-generated lists to the employer and employee lists.
- Have students write the comprehensive list on paper and rate themselves as a worker (at home, school, etc.) according to this list.

EVALUATION

Students will be evaluated on the identification of desirable qualities for an employee and on the completion of the written lists with self-rating as a worker.

Workplace Basics: Skills Employers Want

Source: The American Society for Training and Development

Beyond Basic Skills

A few years ago, basic skills meant reading, writing, and arithmetic. Now those skills are just a starting point. Take a look at the basic skills needed today in the workplace.

Learning to Learn	Workers need the ability to acquire new information and skills and apply them to their jobs.
Listening	Important for more than just following supervisors' instructions, good listening skills help workers understand the concerns of coworkers, suppliers, and customers.
Oral Communications	Workers must be able to respond clearly to concerns of their coworkers, customers, and suppliers.
Problem Solving	New styles of work organization will require all workers to analyze problems and come up with solutions.
Creative Thinking	The more flexible work becomes, the more creative workers' solutions will have to become.
Self-Esteem	Supervisors told the researchers they want workers who are proud of themselves and their abilities.
Goal Setting/Motivation	Workers need the ability to set objectives and the persistence to achieve them.
Personal and Career Development	Ideally, companies hire workers for the long haul. The most valuable employees are those who understand the need to continually develop on the job.
Interpersonal Skills	New employees must be able to get along with their suppliers, coworkers, and customers.
Teamwork	People in cooperative work teams need to know how to divide work equitably and effectively and work with one another to achieve team goals.
Negotiation	Workers need the ability to build consensus through give and take with their customers, coworkers, and supervisors.
Organizational Effectiveness	To be production, employees must understand the company's business goals and how their jobs contribute to fulfilling those goals.

May be photocopied for student use.

Leadership	Workers must be able to assume responsibility and direct their coworkers when necessary.
Competence in Writing	Workers must be able to examine, analyze, and merge information to communicate clearly the important points in writing.
Competence in Computation	Employees who can accurately use common mathematical concepts related to their work will be in high demand.
Competence in Reading	Employees need the ability to locate information and use thinking skills to understand the meaning of the written word.

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