

Guide to Employability Skills Resources

This matrix is intended to help educators and practitioners identify popular curricula, online resources, reports, and assessments that address the employability skills most valued by employers. In a 2015 survey conducted by the National Association of Colleges and Employers, more than 200 employers cited these employability skills as most important.

Key

- Curricula
- Online Resource/Framework
- Research/Reports
- Assessment

| | Leadership | Collaboration | Communication | Problem-solving | Work ethic | Initiative | Analytical/Quantitative skills | Flexibility/Adaptability | Technical skills | Interpersonal skills | Computer skills | Detail-oriented | Organizational ability | Friendly/Outgoing | Strategic planning skills | Creativity | Tactfulness | Entrepreneurial skills/Risk-taker |
|--|------------|---------------|---------------|-----------------|------------|------------|--------------------------------|--------------------------|------------------|----------------------|-----------------|-----------------|------------------------|-------------------|---------------------------|------------|-------------|-----------------------------------|
| <u>Common Employability Skills, AHIMA Foundation</u> | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | | | | | | | |
| <u>GeorgiaBEST, Georgia Department of Labor</u> | | ✓ | ✓ | | ✓ | ✓ | | | | | | | ✓ | | | | ✓ | |
| <u>NAFTrack, NAF</u> | | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | | | | ✓ | ✓ | |
| <u>New World of Work</u> | | ✓ | ✓ | | | | ✓ | ✓ | | ✓ | ✓ | | | | | | | ✓ |
| <u>Skills to Pay the Bills, U.S. Department of Labor</u> | | ✓ | ✓ | | | ✓ | | | | | | | | ✓ | | | ✓ | |
| <u>Career Solutions Publishing</u> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | | ✓ | ✓ | | ✓ | ✓ | ✓ |
| <u>Career Readiness Curriculum and Professional Development Program, SkillsUSA</u> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | ✓ | | ✓ | | | | ✓ | |
| <u>Workforce Development/Soft Skills Workshop, Goodwill's Center for Teaching and Learning</u> | | ✓ | | ✓ | ✓ | ✓ | | | | ✓ | | | ✓ | ✓ | | | ✓ | |
| <u>Habitudes, Growing Leaders</u> | ✓ | | | ✓ | ✓ | ✓ | | | | ✓ | | | | | | | ✓ | ✓ |
| <u>Career Success, Junior Achievement</u> | | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | | ✓ | | ✓ |
| <u>RealCareer Employability Skills Program, Reality Works</u> | | ✓ | ✓ | ✓ | ✓ | | | | | ✓ | | | ✓ | ✓ | | | | |
| <u>Soft Skills Solutions Workbooks, JIST Career Solutions</u> | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | | ✓ | ✓ | | | ✓ | |
| <u>The Work Ethic Site, UGA</u> | | | | | ✓ | | | | | ✓ | | | | | | | ✓ | |

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| <u>Career Exploration, VirtualJobShadow.com</u> | | ✓ | ✓ | ✓ | | ✓ | | ✓ | | | | | ✓ | | | | | |
| <u>Employability/21st-century Skills, ACTE</u> | | | ✓ | ✓ | | | ✓ | ✓ | | | ✓ | | | | | | ✓ | |
| <u>Employability Skills Framework, Office of Career Technical and Adult Education (OCTAE)</u> | | | ✓ | ✓ | | | ✓ | | ✓ | ✓ | ✓ | | | | | | | |
| <u>ATCS</u> | | ✓ | ✓ | ✓ | | | ✓ | | | ✓ | | | | ✓ | ✓ | | | ✓ |
| <u>Core SEL Competencies, CASEL</u> | | | | | | ✓ | | | | ✓ | | | ✓ | | | | | |
| <u>College and Career Readiness Framework, ConnectEd</u> | | ✓ | ✓ | ✓ | | | | | | | | | | | | ✓ | | |
| <u>MHA Labs</u> | | ✓ | ✓ | ✓ | ✓ | | | | | | | | ✓ | | | | | |
| <u>Framework for 21st Century Learning, Partnership for 21st Century Learning (P21)</u> | | ✓ | | ✓ | | ✓ | ✓ | ✓ | ✓ | | | | ✓ | | ✓ | ✓ | | ✓ |
| <u>Youth.Gov</u> | | ✓ | | ✓ | | | ✓ | | ✓ | ✓ | | | | | | | ✓ | |
| <u>Assessing 21st Century Skills, National Resource Council</u> | | | | ✓ | | | ✓ | | | | | | | | | | | |
| <u>Workforce Connections, Child Trends</u> | | | | ✓ | | | ✓ | | | ✓ | | | | | | | | |
| <u>Future Work Skills 2020, Institute for the Future</u> | | ✓ | | ✓ | | | ✓ | ✓ | | ✓ | | | | | | ✓ | | ✓ |
| <u>A Foundation for Success in the Workplace: The Skills All Employees Need, No Matter Where They Work, National Network of Business and Industry Associations</u> | | ✓ | | | ✓ | ✓ | ✓ | ✓ | | | | | | | | | ✓ | |
| <u>Skills Requirements for Tomorrow's Best Jobs, IDC</u> | | | | ✓ | ✓ | ✓ | ✓ | | ✓ | ✓ | ✓ | ✓ | ✓ | | | | | |
| <u>WorkKeys, ACT</u> | | | | | | | ✓ | | ✓ | | | | | | | | | |
| <u>Critical-thinking Assessment Test (CAT), National Science Foundation (NSF), Tennessee Tech</u> | | | | ✓ | | | ✓ | | | | | | | | | ✓ | | |

Source: National Association of Colleges and Employers. 2015. "Job Outlook 2016: Attributes Employers Want to See on New College Graduates' Resumes." www.nacweb.org/s11182015/employers-look-for-in-new-hires.aspx