

West Allis-West Milwaukee  
Academic & Career Planning  
High School Activity

***“Employability Skills”***



# What are Employability Skills

**Employability Skills** can be defined as:

*“Skills necessary for getting, keeping and being successful in a job.”*



**YOU'RE  
HIRED**

**YOU'RE  
FIRED**



# Top Ten Employability Skills

## *It's Partner Trivia Time!*

Find a partner (or groups of three) and try to come up with the top **TEN** (10) employability skills employers want most in 2015 graduates (Forbes)



# Top Ten Employability Skills

## *Notes:*

National Association of Colleges & Employers (NACE) gave each a rating on a 5-point scale, where 5 was extremely important, 4 was very important, 3 was somewhat important, etc. In order of importance, the answers are . . .



*Proud Member of the  
National Association of  
Colleges and Employers*

# Top Ten Employability Skills

Answers – How *close* were your answers?

1. Ability to work in a **team** structure
2. Ability to **make decisions & solve problems**
3. Ability to **communicate verbally** with people inside and outside an organization



# Top Ten Employability Skills

Answers – How close were your answers?

4. Ability to plan, organize & prioritize work
5. Ability to obtain & process information
6. Ability to analyze quantitative data
7. Technical knowledge related to job



# Top Ten Employability Skills

Answers – How close were your answers?

8. Proficiency with computer software programs
9. Ability to create & edit written reports
10. Ability to sell & influence others



# Possible Topics for Discussion

- How did you and your partner (or team) do?
- Were you surprised by any of the answers?
- Why do you believe *employability skills* in the workplace get a lot of attention in the media?

