



Illinois Essential Employability Skills
Framework and Self-Assessment

Who We Are



Illinois Center for Specialized Professional Support,
Illinois State University, College of Education



The Southern Illinois Professional Development Center (SIPDC) and The Illinois Center for Specialized Professional Support (ICSPS) create, support, and deliver professional development for Adult Education (SIPDC) career and technical education (ICSPS) professionals across Illinois. Our centers provide technical assistance, develop publications, and facilitate program improvement strategies that encourage and support partnerships related to college transition, recruitment, retention; workforce education and training; and educational equity.

What is the Essential Employability Skills Framework?

- ▶ The Essential Employability Skills Framework and Self Assessment document consists of four parts:
 - Introduction
 - The Essential Employability Skills Framework
 - Program level self-assessment
 - Instructor self-assessment

Employability Skills:

- ▶ General skills necessary for success in the labor market at ALL employment levels and in ALL sectors
- ▶ Have a number of names: soft skills, workforce readiness skills, career readiness skills
- ▶ ALL are the set of core skills employers want to have in their employees

The Essential Employability Skills Framework



1. Personal Ethic
2. Work Ethic
3. Communication
4. Teamwork

Personal Ethic



Personal Ethic

1. Integrity

- A. Treats others with honesty, fairness, and respect
 - i. Demonstrates respect for company time and property
 - a. Is present and engaged in the workplace
 - b. Demonstrates appropriate use of technology in the workplace
 - ii. Accepts responsibility for one's decisions and actions

2. Respect

- A. Works effectively with those who have diverse backgrounds, beliefs, and cultures
- B. Exhibits respect for authority

3. Perseverance

- A. Stays on task when provided with strategies for overcoming barriers

4. Positive attitude

- A. Cooperates in a pleasant and polite manner with clients, coworkers, and supervisors
- B. Exhibits flexibility and adaptability
- C. Takes direction and correction willingly

Work Ethic



Work Ethic

1. Dependability

- A. Shows up on time and ready to work
 - i. Fulfills obligations, completes assignments, and meets deadlines
 - ii. Behaves consistently and predictably
- B. Regular Attendance
 - i. Demonstrates minimum absenteeism
 - ii. Communicates absenteeism with direct supervisor

1. Commitment

- A. Desires to effectively work toward the employer's goals
- B. Takes the initiative in seeking new responsibilities, maintaining professional goals, and striving to exceed standards and expectations of their position

2. Professionalism

- A. Maintains a professional demeanor at work
 - i. Demonstrates self-control by maintaining composure and keeping emotions in-check, even in difficult situations
 - ii. Exhibits professional appearance by dressing appropriately for the workplace and maintaining personal hygiene
 - iii. Understands employer's objectives

Communication



Communication Skills

1. Active listening

- A. Demonstrates sound decision making
- B. Exhibits problem solving skills

2. Effective and Cooperative Work

- A. Demonstrates an ability to work effectively with others
 - i. Is willing to ask questions and seek clarification or guidance
- B. Uses appropriate strategies and solutions in dealing with conflicts/differences maintain a smooth workflow

Teamwork

Team Work

1. Critical Thinking

- A. Demonstrates sound decision making
- B. Exhibits problem solving skills

2. Effective and Cooperative Work

- A. Demonstrates an ability to work effectively with others
 - i. Is willing to ask questions and seek clarification or guidance
- B. Uses appropriate strategies and solutions in dealing with conflicts/differences maintain a smooth workflow



Section 3: Self-Assessment for Classroom Activities or Work-Based Learning

SELF-ASSESSMENT OF EXPOSURE TO EMPLOYABILITY SKILLS IN CLASSROOM ACTIVITIES AND WORK-BASED LEARNING



This section of the self-assessment is designed to identify work that incorporates essential employability skills into classroom instruction and can be used to articulate the connection between classroom activities or work-based learning activities and essential employability skills. The log should be filled out by instructors throughout the course of the year. It can then be used to track weekly activities and reflect on changes that can be made to more closely align instructions with the Essential Employability Skills Framework.

Instructor	Course Taught		
Question		Yes	No
Have you received training on essential employability skills instruction?			
If yes, provide more detail on the training you have received:			

Purpose: Identify work that incorporates the Essential Employability Skills Framework into classroom instruction and assist in articulating the connection between activities and essential employability skills.

1. Questions for Instructors
2. Activity Log
3. Reflection Questions

Where can I find the Illinois Essential Employability Skills Framework?

Illinois Center for Specialized Professional Support Website:
Framework and Self-Assessment Document, Fillable and
Printable Forms

- ▶ <http://icsps.illinoisstate.edu/2017/07/illinois-essential-employability-skills-framework/>

IL WorkNet Job Skills Guides:

- ▶ Crosswalked with the IL Essential Employability Skills
- ▶ IL WorkNet Employment 101
- ▶ Need an IL WorkNet account to access Illinois WorkNet:
Job skills guides
- ▶ <https://www.illinoisworknet.com/Qualify/Pages/JobSkillsGuides.aspx>

Additional Resources:

North Carolina Employability Skills Resource Toolkit

<http://www.nc-net.info/employability.php>

Transitioning Continuum Flyer

<http://www.siue.edu/SIPDC/Transitioning/Transitioning.htm>

NCTN Integrating Career Awareness Curriculum

<http://www.collegetransition.org/publications.icacurriculum.html>

Your Lessons

What is one thing you currently do that addresses employability skills in your classroom?

What is one thing that you are going to go back and try to incorporate into your instruction?



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