

Building Strong Families

What Do Employers Expect?

Workplace Competencies	Specific Skills
Resources	Identifies, organizes, plans, and allocates resources
Interpersonal	Works with others
Information	Acquires and uses information
Systems	Understands complex interrelationships
Technology	Works with a variety of technologies

Foundation Skills	Specific Skills
Basic skills	Reads, writes, performs arithmetic and mathematical operations, listens, and speaks
Thinking skills	Thinks creatively, makes decisions, solves problems, visualizes, knows how to learn, and reasons effectively
Personal qualities	Displays responsibility, self-esteem, sociability, self-management, integrity and honesty

Source: The Secretary's Commission on Achieving Necessary Skills, U.S. Department of Labor, Learning a Living: A Blueprint for High Performance, a SCANS Report for America 2000. Washington DC: Government Printing Office, 1992.