

Employability Skills: Supporting Opportunity Youth to Be Successful in Their First Job

Employability skills are essential for success in the labor market at all employment levels and in all sectors. These skills have a number of names— soft skills, workforce readiness skills, career readiness skills— but they all speak to the same set of core skills that employers want.

The [Employability Skills Framework](#) provides a resource for information and tools to inform the instruction and assessment of employability skills.

If you are an EMPLOYER, these are five easy steps you can take:

1. Review the [Employability Skills Framework](#) and identify the skills that are most valuable in your workplace.
2. Use the [checklist](#) to help communicate your skill needs to your education and workforce training partners to help design curricula and training programs.
3. [Partner with schools, community colleges, and adult education and training programs](#) to help develop skills.
4. Assess the employability skills of [current](#) and [prospective employees](#).
5. [Hear](#) a podcast from business leaders and the Department of Education about the Employability Skills Framework.

Visit the [employer resource page](#) for more helpful information and examples of assessments.

If you are an **EDUCATOR, TRAINER, or NON-PROFIT ORGANIZATION** working with Opportunity Youth, visit the [educators resources page](#) for information on how to integrate employability skills into academic and technical skill instruction, use the Employability Skills Framework to address any skills that you are not currently teaching, partner with employer and industry representatives to design curricula, and prepare youth to demonstrate employability skills in job interviews and at work.

The **POLICYMAKERS** [resource page](#) contains information on how to select employability skills assessments and much more.

The Employability Skills Framework was developed by the Office of Career, Technical, and Adult Education, U.S. Department of Education in collaboration with the following organizations:

- [Advance CTE](#)
- [The Aspen Institute, Skills for America's Future](#)
- [Association for Career and Technical Education](#)
- [The Boeing Company](#)
- [Chicago Public Schools](#)
- [The Conference Board](#)
- [Georgetown University, Center on Education and the Workforce](#)
- [Human Resource Policy Association](#)
- [IBM Corporation](#)
- [Jobs for the Future](#)
- [Kentucky Adult Education](#)
- [The National Academies, Board on Testing and Assessment](#)
- [Partnership for 21st Century Skills](#)

This document can be downloaded with active hyperlinks at:
<http://cte.ed.gov/initiatives/employability-skills-framework>.