

What Skills are Most Valued by Employers?

Grade: 12th

Time Frame: Should be done when students have a fairly good idea about their career options.

Activity: Using the worksheet provided, have students rank the importance of skills from one to ten (one being most important and ten being least). Next, hand out the National Association of Colleges and Employers (NACE) rankings for the ten skills. Have students compare how their ratings are different or similar with NACE's. This can be done either by having them write a short essay about why they think the scores are different or by breaking into small groups and brainstorming why the differences occur.

These are the top ten skills most valued by employers in today's job market according to the *National Association of Colleges and Employers Job Outlook 2002*.

What Skills are Most Valued by Employers?

- Which one do you think is the most important?
- Which one do you think is the least important?
- Which ones are in the middle?
- Rank them from 1 to 10 (1=Most Important and 10=Least Important) based on how important you think each one is.

Worksheet

SKILL	RANK
Communication Skills	_____
Honesty/Integrity	_____
Teamwork Skills	_____
Interpersonal Skills	_____
Strong Work Ethic	_____
Motivation/Initiative	_____
Flexibility/Adaptability	_____
Analytical Skills	_____
Computer Skills	_____
Organizational Skills	_____

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What Skills are Most Valued by Employers?

- Compare these with your rankings.
- Are any of them the same?
- Are any different?
- Why do you think this might be?

Employer's Rankings

SKILL	RANK
Communication Skills	1
Honesty/Integrity	2
Teamwork Skills	3
Interpersonal Skills	4
Strong Work Ethic	5
Motivation/Initiative	6
Flexibility/Adaptability	7
Analytical Skills	8
Computer Skills	9
Organizational Skills	10