



## WATCH Project



Building Pathways to a Brighter Future

# Job Search Series



## 10 Job Skills Every Employer Wants

### Career Coordinator Packet

Watch the video:

[www.csiu.org/watch](http://www.csiu.org/watch)

Select  
Flipped Learning  
from the menu.

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WATCH Project Supervisor



## **WATCH Core Mission**

The **Work Attributes Toward Careers in Health** Project provides a variety of academic and social support services to income-eligible individuals in a ten-county region to enter or move up in a high-priority health care career. Meeting local health care industry needs, the program increases skills, provides critical services and moves participants toward self-sufficiency.

The WATCH Project assists students in preparing for careers as:

- Direct Care Workers (DCW)**
- Certified Nursing Assistants (CNA)**
- Licensed Practical Nurses (LPN)**
- Registered Nurses (RN)**
- Emergency Medical Technicians (EMT)**
- Paramedics (EMT-P)**
- Pharmacy Technicians**

A five-year Health Profession Opportunity Grant from the U.S. Department of Health & Human Services, the WATCH Project is administered by the Central Susquehanna Intermediate Unit.

**[csiu.org/watch](http://csiu.org/watch)**

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# 10 Job Skills Every Employer Wants

Job Skill	Describe a situation from the presentation or from your life experience that would fit this skill area.
<b>Commitment</b>	<ul style="list-style-type: none"> <li>- Show up to work.</li> <li>- Be on time for work.</li> <li>- Don't call off.</li> <li>- Have alternative arrangements for transportation and child care.</li> </ul>
<b>The Extra Mile</b>	<ul style="list-style-type: none"> <li>- Be enthusiastic.</li> <li>- Be a team player.</li> <li>- Pick up extra shifts as you are able.</li> <li>- Assist a co-worker by answering a call bell from a patient that is not one of your patients.</li> </ul>
<b>Wear Multiple Hats</b>	<ul style="list-style-type: none"> <li>- If you have down time, ask for something to do.</li> <li>- Learn a new skill.</li> </ul>
<b>Positive Attitude</b>	<ul style="list-style-type: none"> <li>- Smile.</li> <li>- Have a "can do" attitude.</li> <li>- Be optimistic and upbeat.</li> <li>- Be willing to change for the better.</li> </ul>
<b>Decision Maker</b>	<ul style="list-style-type: none"> <li>- Think critically.</li> <li>- Be a problem solver.</li> </ul>
<b>Passion</b>	<ul style="list-style-type: none"> <li>- Work hard.</li> <li>- Take time to interact with those around you.</li> <li>- Show interest in what you are doing and who you are serving.</li> </ul>
<b>Organized</b>	<ul style="list-style-type: none"> <li>- Accomplish your assigned tasks.</li> <li>- Be willing to help others.</li> <li>- Prioritize your work.</li> <li>- Plan and think ahead.</li> </ul>

<b>Job Skill</b>	<b>Describe a situation from the presentation or from your life experience that would fit this skill area.</b>
<b>Dependable</b>	<ul style="list-style-type: none"> <li>- Do what you say you are going to do.</li> <li>- Come to work on time; be there when you are supposed to be.</li> <li>- Don't call off.</li> <li>- Be responsible for your actions and behaviors.</li> <li>- Have alternative arrangements for child care and transportation.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>- Listen carefully, speak clearly and write well. These are important communication skills.</li> <li>- Ask for help.</li> <li>- Accept constructive criticism.</li> <li>- You are part of a team; communicate with your team members.</li> </ul>
<b>Conscientiousness</b>	<ul style="list-style-type: none"> <li>- Pay attention to the details.</li> <li>- Be efficient and organized.</li> <li>- Obey work rules and regulations.</li> </ul>