



Employability Skills: What You Need to Succeed

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Employability skills are the **non-technical, transferable skills** that make you ready for work. They help you communicate, solve problems, work in teams, and adapt to changing environments. These soft skills that employers often look for first – because they tell them how well you can *work*, not just what you can *do*.

Core Employability Skills:

- **Intrapersonal/Personal:** positive attitude, reliability, taking initiative, adaptability, flexibility
- **Interpersonal/Social:** communication, collaboration, conflict resolution, empathy
- **Cognitive:** critical-thinking, problem-solving, decision-making, time management, planning and organizing
- **Digital:** ability to use common digital tools, finding and evaluating information
- **Professional:** work ethics, professionalism, willingness to grow and learn from others

Why these skills matter:

- Employers value **soft skills** (human skills) because they can't always be automated.
- Work-based learning (internships or job shadowing) help students apply and grow these skills in a real-world context.
- Building these skills can increase your chances of being hired and succeeding on the job.

References:

Federal Reserve Education. Employability Skills: A Toolkit for Success. Infographic. Web.

<https://www.federalreserveeducation.org/resources/infographics/infographic--employability-skills-kc.pdf>

U.S. Chamber of Commerce. "Few Hiring Managers Think High School Graduates Are Ready for the Workforce." U.S. Chamber of Commerce, 22 Sept. 2025, www.uschamber.com/workforce/few-hiring-managers-think-high-school-grads-are-ready-for-the-workforce



Tips for developing these skills:

- **Listening** - use direct eye contact, ask clarifying questions, focus on the speaker
- **Adaptability** - take on new challenges, learn from others, seek feedback, set goals
- **Collaboration** - communicate clearly, build trust, provide and receive feedback, be a team player
- **Critical thinking** - find solutions to problems, think of new ways to complete tasks, ask questions
- **Leadership** - taking initiative, seeking mentorship, continuous learning, develop emotional intelligence/empathy for others
- **Organization** - prioritize tasks, develop routines, manage your time, delegate, set realistic expectations/goals
- **Reliability** - be on time, stay organized, follow procedures, take accountability, follow through