

Workplace Skills for Career Readiness Standards (2021)

In 2016, the Idaho Board of Education approved the [Workplace Skills for Career Readiness Standards \(2016\)](#) based Virginia's longitudinal work. Virginia revisited their standards in 2019. The research findings and updates can be found in the [Framework for the Future: Workplace Readiness Skills in Virginia](#). In 2021, the Idaho Board of Education approved proposed amendments to bring Idaho's Workplace Skills for Career Readiness Standards current.

The Workplace Skills for Career Readiness Standards align with required workplace skills identified by business and industry employers. Although the original twenty-one skills remain the same, the characterization of most, and grouping of some, changed. Two new skills, initiative and self-direction and information literacy, have been added. The [Idaho Workplace Skills for Career Readiness Crosswalk](#) provides details about changes to the 2016 standards.

Included in the 2016 Workplace Skills for Career Readiness Standards were *Definitions and Instructional Strategies* and a *Correlation of Employability Skills for Career Readiness Standards and the Idaho Core Standards and Idaho Science Standards*. The Idaho English Language Arts/Literacy, Math and Science Standards are currently being reviewed. The final recommendations will be forwarded to the legislature in 2022. Once these updates are complete, the Idaho Division of Career Technical Education will revisit the *Definitions and Instructional Strategies* and *Correlation* pieces as possible addendums to 2021 standards.

The Workplace Skills for Career Readiness Standards are taught and assessed in all CTE courses. Beginning with the 2021-2022 school year, the 2021 standards will serve as the basis of the Workplace Readiness Assessment.

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CONTENT STANDARD 1.0: DEMONSTRATE WORKPLACE SKILLS FOR CAREER READINESS

PERFORMANCE STANDARD 1.1: DEMONSTRATE PERSONAL QUALITIES AND ABILITIES

1.1.1	Demonstrate creativity and innovation by employing originality, inventiveness, and resourcefulness in the workplace
1.1.2	Demonstrate critical-thinking and problem-solving by using sound reasoning to analyze problems, evaluating potential solutions, and implementing effective courses of action
1.1.3	Demonstrate initiative and self-direction by independently looking for ways to improve the workplace and accomplish tasks
1.1.4	Demonstrate integrity by complying with laws, procedures, and workplace policies; demonstrating honesty, fairness, and respect.
1.1.5	Demonstrate work ethic by consistently working to the best of one's ability being diligent, dependable, and accountable for one's actions

PERFORMANCE STANDARD 1.2: DEMONSTRATE INTERPERSONAL SKILLS

1.2.1	Demonstrate conflict-resolution by negotiating diplomatic solutions to interpersonal and workplace issues
1.2.2	Demonstrate customer service by anticipating and addressing the needs of customers and coworkers; providing thoughtful, courteous, and knowledgeable service
1.2.3	Demonstrate listening and speaking by listening attentively and asking questions to clarify meaning; articulating ideas clearly in a manner appropriate for the setting and audience
1.2.4	Demonstrate respect for diversity by valuing individual differences and working collaboratively with people of diverse backgrounds, viewpoints, and experiences
1.2.5	Demonstrate teamwork by sharing responsibility for collaborative work and respecting the thoughts, opinions, and contributions of other team members

PERFORMANCE STANDARD 1.3: DEMONSTRATE PROFESSIONAL COMPETENCIES

1.3.1	Demonstrate big picture thinking by understanding one's role in fulfilling the mission of the workplace and considering the social, economic, and environmental impacts of one's actions
1.3.2	Demonstrate career and life management by planning, implementing, and managing personal and professional development goals related to education, career, finances, and health
1.3.3	Demonstrate continuous learning and adaptability by accepting constructive feedback and being open to new ideas and ways of doing things; continuously develop professional skills and knowledge to adjust to changing requirements

PERFORMANCE STANDARD 1.3: DEMONSTRATE PROFESSIONAL COMPETENCIES

1.3.4	Demonstrate efficiency and productivity by planning, prioritizing, and adapting work goals to manage time and resources effectively
1.3.5	Demonstrate information literacy by locating information efficiently, evaluating the credibility and relevance of sources and facts, and using information effectively to accomplish work-related tasks
1.3.6	Demonstrate information security including basic internet use and email safety by following workplace protocols to maintain the security of information, computers, networks, and facilities
1.3.7	Demonstrate information technology by maintaining a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions
1.3.8	Demonstrate job-specific tools and technologies by properly selecting and safely using industry-specific technologies, tools, and machines to complete job tasks effectively
1.3.9	Demonstrate the application of mathematical skills to complete tasks as necessary
1.3.10	Demonstrate professionalism by meeting organizational expectations regarding work schedule, behavior, appearance, and communication
1.3.11	Demonstrate reading and writing skills by reading and interpreting workplace documents and writing effectively
1.3.12	Demonstrate workplace safety by maintaining a safe work environment through adherence to safety guidelines and identifying risks to self and others