NCC NORTHLAND CAREER CENTER
College Ready | Career Ready | Life Ready

ESSENTIAL EMPLOYABILITY STANDARDS

Attendance & Punctuality

Critical Thinking & Problem Solving

Information Research

Work Ethic & Integrity

Technology Application

Attitude & Willingness to Learn

Career Development & Planning

Organizing & Prioritizing

Personal Responsibility

Leadership & Teamwork

Communication

1. Attendance and Punctuality
1.1 Follows attendance and tardy policy as outlined by NCC Handbook
1.2 Uses appropriate communication and/or documentation with instructor for being absent or tardy

2. Critical Thinking and Problem Solving
2.1 Identifies problems and defines their scope and elements including: cost, benefits, resources, and other factors
2.2 Develops and applies strategies based on one's acquired knowledge, skills, and experiences to prevent or solving problems
2.3 Explains reasoning and identifies information to support decisions

3. Work Ethic and Integrity
3.1 Applies ethical work habits and decision making necessary to achieve job success with or without supervision
3.2 Uses honesty and truthfulness in all interactions and communication with others
3.3 Complies with appropriate standards for dress, appearance, language, public behavior and abides by rules, restrictions and requirements

4. Attitude and Willingness to Learn
4.1 Conveys a positive attitude in all situations; handles adversity well and adapts to change
4.2 Exhibits a "can-do" attitude for any new learning or challenge
4.3 Is willing to accept feedback and implement suggestions for improvement and displays a growth mindset

5. Organizing and Prioritizing
5.1 Is methodical, able to prioritize, starts and stops and begins the process again in an efficient manner with the end in mind
5.2 Keeps self and materials/project organized
5.3 Develops and utilizes a systematic approach to project completion

6. Communication
6.1 Uses active listening skills in order to interpret information
6.2 Is able to convey message using proper terminology and an understanding of content (written or oral)
6.3 Is able to present to an audience of more than one person
6.4 Understands and demonstrates the appropriate use of professional communication when using electronic communications and social media

7. Leadership and Teamwork
7.1 Shows respect for authority, teams, and individuals, and ideas, while understanding that all people have value as human beings
7.2 Collaborates and cooperates in a team setting
7.3 Leads by example and practices the concept of shared leadership

8. Personal Responsibility
8.1 Turns in required work and completes tasks on time without reminders
8.2 Exhibits time management skills and uses time efficiently and wisely when tasks are completed
8.3 Takes accountability for actions and accepts consequences while rectifying situation if necessary

9. Career Development and Planning
9.1 Explores and acquires information to prepare for educational and career opportunities in pursuit of career development goals and plans
9.2 Develops a career focused plan by developing relevant documents for career planning and seeks work-based learning experiences

10. Information Research
10.1 Uses accurate citation of sources
10.2 Demonstrates locating standards (codes, rules) appropriate to the career

11. Technology Application
11.1 Chooses and understands the right tool/technology and the purpose of that tool for the job/task
11.2 Understands the use of appropriate software applications to complete a task.