



SkillsUSA Framework Skillibus

Enhancing Student Success: Seamless Integration of Employability Skills in the Curriculum for AAS

Empowering Students for a Bright Future in **Any Program** at **Any Community College**

Personal Skills

- Integrity
- Work Ethic
- Professionalism
- Responsibility
- Adaptability/Flexibility
- Self-Motivation

Technical Skills

Grounded in
Academics

- Computer and Technology Literacy
- Job-Specific Skills
- Safety and Health
- Service Orientation
- Professional Development



- Communication
- Decision Making
- Teamwork
- Multicultural Sensitivity and Awareness
- Planning, Organizing and Management

Workplace Skills

SkillsUSA Framework Element Crosswalk

Administrative note: For each of the SkillsUSA framework elements, instructors will list the specific courses where the specific framework element is addressed and evaluated. In this section, use the checkboxes to record your progress in identifying where each framework element has been integrated into the curriculum.

Personal Skills	Workplace Skills	Technical Skills Grounded in Academics
☐ Integrity	☐ Communication	☐ Computer and Technology Literacy
☐ Work Ethic	☐ Decision Making	☐ Job Specific Skills
☐ Professionalism	☐ Teamwork	☐ Safety and Health
☐ Responsibility	☐ Multicultural Sensitivity and Awareness	☐ Service Orientation
☐ Adaptability/Flexibility	☐ Planning, Organizing, and Management	☐ Professional Development
☐ Self Motivation	☐ Leadership	

How to begin the documentation

- 1. It is suggested that you first identify the courses where each framework element has been integrated into the curriculum.*
- 2. Document the assessment tool used to evaluate the student's proficiency in demonstrating the framework element.*

SkillsUSA Framework Integration Documentation

Administrative note: For each SkillsUSA framework element, instructors will list the specific courses and assessment tools used to evaluate the student. Instructors are encouraged to include assessments of the framework elements across the major program area and within general education courses in the program of study. Students are expected to exhibit proficient competence in executing these framework elements. When multiple assessment tools are employed, students may be tasked with demonstrating proficiency in just one from the designated set.

Personal Skills			
Framework Element	Behaviors	Class/Course Name Ex: CTS 289	Implementation/Evaluation
Integrity Doing the right thing in a reliable way	- Be honest - Do what I say I will do - Hold me and others accountable - Make choices consistent with my values		Example: List the specific course/s and assessment tools used where students demonstrate the framework element. Additional assignment descriptions may be included. All 200 MAC classes in the AAS degree relate directly to “integrity” since students have been given the necessary knowledge to complete their lab and must apply themselves to finish it. Students are expected to act like “employees” in a work scenario. Several questions within Moodle are asked about integrity
Work Ethic Putting forth my best effort to meet expectations	- Engage in meaningful work to make a contribution - Be productive at all times of the day - Reflect and evaluate my productivity - Do what it takes to get the job done		
Professionalism Meeting the expectations of employers	- Be loyal to my peers, supervisor and myself - Adhere to dress codes and other policies - Be aware of the impact of my words and actions - Use good judgment in the decisions I make - Resolve conflicts peacefully		

Responsibility Taking ownership of my work, my behavior and my actions	• Honor my commitments • Complete my work and assignments on time • Work efficiently and effectively without supervision • Persevere in accomplishing my work		•
Adaptability/Flexibility Embracing change	• Overcome barriers and roadblocks • Understand that multiple solutions will accomplish the same goal • Maintain composure during adversity • Be curious to explore and experiment		•
Self-Motivation Exhibiting a passion for life and career	• Purposefully connect what I do today to my future • Positively contribute to every project • Seek to learn and develop new knowledge and skills • Be disciplined to achieve my purpose and goals		•

Workplace Skills

Framework Element	Behaviors	Class/Course Name Ex: CTS 289	Implementation/Evaluation
Communication Sending and receiving clear messages	• Write and speak effectively • Use appropriate body language • Check for understanding when articulating complex issues • Practice active listening skills		•
Decision Making Ability to choose between choices	• Analyze key facts, data, and situations • Practice resourcefulness • Follow a systematic process • Weigh every possible outcome • Identify possible options		•
Teamwork Process to be efficient and productive	• Break down projects into tasks with timelines • Know my role and responsibility • Identify resources and standards for completing projects • Communicate progress with teammates • Anticipate and plan for possible obstacles and setbacks		•
Multicultural Sensitivity and Awareness Respecting those who are different from yourself	• Learn about other cultures • Value diversity • Demonstrate tact in words and actions • Treat everyone with respect • Empower everyone equally		•
Planning, Organizing, and Management Designs, prepares, and implements within a desired timeframe	• Demonstrates attention to detail • Follows established standards of quality and expectations • Perseveres to complete projects and tasks • Sets priorities when faced with multiple tasks • Responds to changing priorities		•

Leadership

Igniting human potential
and influence

- Builds positive relationships
- Focuses on others above self
- Mitigates conflict
- Coaches others to high-performance
- Mobilizes individuals and resources to accomplish a goal
- Crafts and articulates a vision

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Technical Skills Grounded in Academics

Framework Element	Behaviors	Class/Course Name Ex CTS 289	Implementation/Evaluation
Computer and Technology Literacy Effective use of technology	• Be willing to learn and integrate new technology • Use work-based platforms and products efficiently • Effectively employ technology to solve problems • Improve information flow through technology • Use technology to improve and document accountability		•
Job-Specific Skills Unique knowledge and skills required by a job	• Know my job roles and responsibilities • Perform my job confidently • Seek ways to improve my job performance • Follow personnel manual policies • Perform responsibilities without direct supervision • Teach others job specific tasks • Open to coaching and feedback		•
Safety and Health Following workplace health, wellness and safety guidelines	• Follow safety procedures including wearing appropriate safety attire • Maintain a clean work environment • Identify potential hazards and notifies appropriate parties • Use tools and equipment according to safety best practices • Stay current with safety regulations and standards		•

Service Orientation Meeting the needs of internal and external customers	• Acknowledge customers, and be present with the interaction • Stay focused and customer-oriented while at work • Demonstrate respect and courtesy to customers at all times • Know and implement company's service policy • Handle difficult situations with tact and self-restraint • Know when to involve supervisor in a customer-service situation		•
Professional Development Intentional learning experiences that enhance your career path	• Develop a career plan • Assess current skill sets and determine areas for growth • Use professional and personal mentors • Seek professional and personal growth opportunities • Find application of new learning • Stay current with workplace-related resources • Seek new responsibilities to gain additional skill sets		•