

# Employment Activities: Learning Job Skills

Transition Skills, Tips & Tools  
Job Skills



## What are your current skills?

To help you learn more about what skills you currently have and which ones you might need to build to be ready to go to work, check the Skills Matcher at [www.careeronestop.org/toolkit/Skills/skills-matcher.aspx](http://www.careeronestop.org/toolkit/Skills/skills-matcher.aspx).

Here are skills that will help you do well in the workplace.

- Show the meaning of “yes” or “no.”
- Listen to instructions.
- Get and put items away when asked.
- Sweep, mop, vacuum or dust.
- Fold paper.
- Look for an opportunity to job shadow (watch somebody do their job to learn more about that type of work).
- Arrive at work on time.
- Repeat tasks after modeling.
- Follow instructions needing an action and an object.
- Use basic tools in the workplace.
- Use the telephone.
- Make copies.
- Print, write or dictate messages.
- Deliver a simple message.
- Use assistive technology in the workplace.
- Allow a personal attendant to help in the workplace.
- Tell supervisor if you will be late.
- Tell supervisor when absent due to illness or appointment.
- Obey time limits for breaks and lunch.

**Some skills you may need for interacting well with your boss and co-workers are on the back of this page.**

# Skills for Getting Along with Co-Workers

- Know how to greet others, such as shaking hands and saying hello.
- Use good eye contact when talking to or listening to others.
- Know how to introduce yourself, such as stating your first and last name.
- Respect personal body space of others.
- Use an assistive device to talk to others.
- Smile and talk to others during breaks.
- Say what you need to be able to do your job.
- Ask and answer questions.
- Get along with others.
- Show likes/dislikes in the workplace.
- Keep your emotions under control.

## Resources to Help:

**PACER's Preparing Youth for Employment Success page - [www.pacer.org/transition/learning-center/planning/preparing-employment.asp](http://www.pacer.org/transition/learning-center/planning/preparing-employment.asp)**

**Workplace Readiness Training - [www.wintac.org/topic-areas/pre-employment-transition-services/overview/workplace-readiness-training](http://www.wintac.org/topic-areas/pre-employment-transition-services/overview/workplace-readiness-training)**

**Transition Tips: Preparing for the Workforce - [centerontransition.org/publications/download.cfm?id=102](http://centerontransition.org/publications/download.cfm?id=102)**

## We're here to help.

To learn more about the Division of Specialized Care for Children's programs and services, check out our website at: [dsc.uic.edu](http://dsc.uic.edu)

