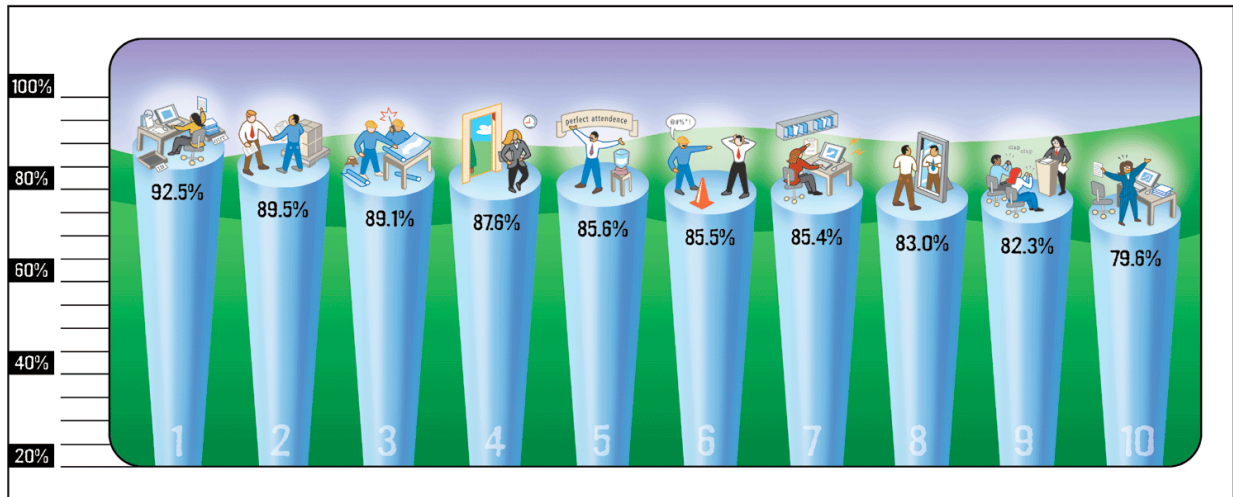


TOP 10 SKILLS PLUS!

Needed to Begin Work



What Sonoma County Employers Have to Say...

- 1 Demonstrate willingness to work [92.5%] *Works hard and is enthusiastic*
- 2 Demonstrate integrity [89.5%] *Is ethical and maintains confidentiality*
- 3 Communicate in spoken and written English [89.1%] *Speaks and writes clearly*
- 4 Demonstrate promptness [87.6%] *Is on time and attends to tasks promptly*
- 5 Avoid absenteeism [85.6%] *Comes to work regularly*
- 6 Avoid use of language and comments that stereotype others [85.5] *Talks with others respectfully*
- 7 Read and understand written information [85.4%] *Comprehends written materials easily*
- 8 Maintain appropriate grooming and hygiene [83.0%] *Follows workplace grooming & hygiene standards*
- 9 Be respectful of the opinions and contributions of others [82.3%] *Listens attentively and is open to others' thoughts*
- 10 Take responsibility for completing one's own work accurately [79.6%] *Works carefully and checks work thoroughly*

PLUS SKILLS



Sonoma County Employers Say You also Need to...

- 11 Demonstrate the willingness and ability to learn *Learns new job skills readily*
- 12 Have and apply computer skills *Uses a computer and software programs competently*
- 13 Demonstrate customer service skills *Serves customers effectively*
- 14 Work well with others as part of a team *Helps team achieve goals consistently*
- 15 Use and apply basic math *Uses math to solve problems accurately*

