By developing these character traits and workforce habits early, you’ll be on the right track to be successful in any pathway you choose — whether that’s the workforce after graduation, continued training for specialized industry certifications or going to college.

**Professional Skills**

**TASK/TIME MANAGEMENT**
Be on time. Use work time wisely.

**CAREER AWARENESS**
Explore your career options.

**INFORMATION LITERACY**
Consider the source when doing research.

**USE OF INFORMATION TECHNOLOGIES**
Use your tech skills (Word, Excel, Power Point, etc.) in daily work.
Only use cell phone and computer when needed for work tasks.

**SELF ADVOCACY**
Advocate for yourself.
Ask for help when needed.
Be a proactive learner by asking lots of questions.

**LEADERSHIP**
Show appreciation.
Be a positive role model.
Follow the dress code.

**Personal Skills**

**SELF AWARENESS**
Be open to feedback from your supervisor and co-workers.

**INITIATIVE/SELF-DIRECTION**
Take the first step when you see something needs to be done.
Put in your best effort.

**PERSONAL RESPONSIBILITY**
Handle conflict with maturity and skill.

**ADAPTABLE**
Consider the viewpoints of others when working on a problem.

**PERSEVERANCE/RESILIENCE**
Stick with a task even when it is challenging.

**Interpersonal Skills**

**COLLABORATION/TEAMWORK**
Be a productive team member—do your part.
Show respect for supervisor and co-workers.

**COMMUNICATION**
When at work, use professional communication skills.
Be prepared to create presentations representing your work.

**GLOBAL/CULTURAL AWARENESS**
Work effectively with a wide variety of people.

**CIVIC ENGAGEMENT**
Know your company’s purpose.

**CHARACTER**
Follow workplace rules and safety requirements.
Work hard and do your best.

**Entrepreneurial Skills**

**CRITICAL THINKING/ANALYSIS**
Thoroughly consider possible solutions when solving a problem.

**CREATIVITY/INNOVATION**
Be curious and try new things.

**RISK TAKING**
Learn from your mistakes.

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If you are pursuing the Capstone Portfolio through Career Readiness option to fulfill graduation requirements* the Traits of a Young Professional (also referred to as essential skills) is one of the four components required.

*Capstone Portfolio is an option on the competency menu to fulfill Graduation Requirements for the Classes of 2021 and beyond. For information on graduation requirements, visit collegeandcareer.dpsk12.org.