

Job Skills for Employment

According to a survey of actual employers, the following are the most important job skills. (Source: Dr. Peter Gerhardt presentation 4/15/14)

NAVIGATION SKILLS

- Timeliness** – The ability to arrive on time
- Eats neatly with co-workers (yes, they said that)** – This goes hand and hand with appropriate toileting.
- Break skills** – i.e., what to do during scheduled work breaks or when waiting for help

PRODUCTION SKILLS

- Endurance/time on task** – e.g., Working more than 15 minutes at a time
- Quality control** – e.g., Completing their specific job correctly
- Rate or production (Fluency)** – i.e., The rate relative to that of other employees for that specific job
- Timeliness** – The ability to adhere to a schedule of assignments or appointments

SOCIAL SKILLS

- Knowing when to seek assistance** – e.g., The ability to self correct
- Accepts and responds to feedback** – i.e., Follows directions from supervisor
- Self control/self management** – i.e., Minimal external stimulus control
- Age appropriate dress and hygiene** – i.e., Relative to culture of the business

Top 5 Skills to Prioritize for Employment

Dr. Peter Gerhardt shared these skills are important to prioritize because they significantly affect a person's ability to be employed.

1. Extreme aggression/self injurious behavior
2. Poor toileting skills (leaving door open, not knocking before entry, inappropriate urinal or stall usage)
3. Poor mealtime skills (messy spilling on self, unsightly chewing, overstuffing mouth)
4. Inappropriate sexual behavior
5. Age inappropriate clothing or hygiene (sweatpants, oral and personal care)