

The Baltimore Workforce Investment Board's Recommended
“Job Ready Standards”

1. Basic work habits and behaviors

- Dresses and grooms appropriately for professional environment
- Demonstrates ability to be on time and reports as scheduled
- Follows rules and procedures
- Stays on task
- Meets established deadlines

2. Work attitudes and values

- Stays positive and motivated about work
- Takes initiative and pride in their work
- Demonstrates respect for authority
- Willingness to learn new skills

3. Communication and interpersonal skills

- Able to work effectively with co-workers, customers and supervisors
- Understands and is able to follow written or verbal directions or instructions
- Effectively handles conflicts with co-workers or customers
- Ability to accept constructive criticism
- Demonstrates adequate verbal skills

4. Basic Skills

- Able to read, write and compute at level needed to perform job
- Possesses adequate experience / skill for the job

5. Life Skills

- Has addressed potential barriers to work (i.e. health, transportation, family concerns, criminal background and substance abuse, etc.)
- Able to cope with everyday job demands / is reliable and dependable
- Uses appropriate problem solving techniques
- Ability to adapt to change and learn new skills