

## Pre-Employment Transition Services: Workplace Readiness Skills

Workplace Readiness Skills (WRS) is one of the [five pre-employment transition services \(pre-ETS\) categories](#). WRS describes a number of commonly expected traits that employers seek from most employees. These are skills and behaviors that are necessary for any job. Sometimes, these traits are called soft skills, employability skills, or job readiness skills. For example, skills such as communication, teamwork, integrity, problem-solving, work ethic, and initiative are essential for workplace success.

### Activities

The activities under this category provide opportunities for students to practice the basic skills needed for employment. When transition teams coordinate these opportunities, students are able to practice these skills across multiple environments. Teams should collaborate to determine which activities students need, who can best provide those opportunities, and the sequence for students to participate in the activities.

Here are a few examples of the topics and activities that each team can help students learn about:

#### School

- Resume writing
- Job search strategies
- Appropriate hygiene for employment

#### Pre-ETS Providers

- Employment applications
- Transportation
- Understanding a pay stub

#### Vocational Rehabilitation Counselors

- SSA benefits
- Appropriate work attire
- Disability disclosure

## Families

- Retaining personal information
- Phone and email etiquette
- Money management

## Conclusion

Pre-Employment Transition Services provide an opportunity for students to receive early access to instruction on job exploration counseling, workplace readiness skills, postsecondary education counseling, work-based learning, and instruction in self-advocacy. In the area of workplace readiness, these activities provide students instruction and practice in skills needed across all careers. Coordinated services across home, school, and community settings allow students to build skills that they can generalize across environments as they prepare for life after high school.

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