



# Developmentally Appropriate Job Tasks

By providing a variety of job tasks tailored to youths' skill levels and interests, employers can support youth in building essential employability skills while contributing meaningfully to the workplace.

Below is a suggested list of job tasks that you can use to identify developmentally appropriate job tasks for youth placed at your organization or business. The tasks listed below can serve as a starting point for how you brainstorm and assign tasks to youth. As you begin to learn more about the youth, modify the tasks to suit the needs of your workplace and the skills of the youth.

Employability Skill	Example Job Tasks	
	<i>Emerging</i>	<i>Intermediate</i>
<b>Communication</b>	<ul style="list-style-type: none"> <li>○ Answer phone calls and directing inquiries</li> <li>○ Assist with customer service interactions</li> <li>○ Support focus groups or feedback sessions</li> </ul>	<ul style="list-style-type: none"> <li>○ Draft emails or correspondences</li> <li>○ Participate in team meetings and discussions</li> <li>○ Create social media content or posts</li> <li>○ Conduct surveys or interviews</li> </ul>
<b>Critical Thinking</b>	<ul style="list-style-type: none"> <li>○ Analyze simple data sets to identify trends or patterns</li> <li>○ Follow simple instructions to complete tasks</li> </ul>	<ul style="list-style-type: none"> <li>○ Evaluate complex data sets to draw insights</li> <li>○ Develop and implement strategies to solve work-related problems</li> </ul>
<b>Innovation</b>	<ul style="list-style-type: none"> <li>○ Contribute ideas during team discussions</li> <li>○ Brainstorm creative solutions to minor challenges</li> <li>○ Apply background knowledge to solve straightforward problems</li> </ul>	<ul style="list-style-type: none"> <li>○ Develop prototypes or models to test new ideas</li> <li>○ Design and implement innovative projects</li> <li>○ Adapt existing solutions to address new challenges</li> </ul>
<b>Time Management</b>	<ul style="list-style-type: none"> <li>○ Prioritize tasks based on deadlines</li> <li>○ Complete tasks within specified timeframes</li> <li>○ Organize workspace and materials</li> <li>○ Maintain work areas</li> <li>○ Track inventory or supplies</li> </ul>	<ul style="list-style-type: none"> <li>○ Manage daily schedule and appointments</li> <li>○ Create and maintain project deadlines</li> </ul>
<b>Problem-Solving</b>	<ul style="list-style-type: none"> <li>● Identify challenges or obstacles in work processes</li> </ul>	<ul style="list-style-type: none"> <li>● Evaluate the effectiveness of solutions and making adjustments as needed</li> </ul>



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	<ul style="list-style-type: none"> <li>Brainstorm solutions with colleagues or supervisors</li> <li>Implement problem-solving strategies to overcome obstacles</li> </ul>	<ul style="list-style-type: none"> <li>Troubleshoot technical issues or equipment malfunctions</li> <li>Analyze data to identify trends or patterns</li> </ul>
<b>Adaptability</b>	<ul style="list-style-type: none"> <li>Assist with various tasks or projects as needed</li> <li>Adjust to changes in work assignments or procedures</li> <li>Learn new procedures quickly and effectively</li> </ul>	<ul style="list-style-type: none"> <li>Embrace challenges as opportunities for growth</li> <li>Cross-training in different departments or roles</li> <li>Adapt to change in technology or software platforms</li> </ul>
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Collaborate with peers or work colleagues on group projects or assignments</li> <li>Provide support and assistance to team members</li> <li>Communicate effectively within a team environment</li> <li>Respect diverse perspectives and working styles</li> <li>Participate in team-building activities or events</li> <li>Resolve conflicts or disagreements within the team</li> </ul>	
<b>Collaboration</b>	<ul style="list-style-type: none"> <li>Participate in group activities or projects</li> <li>Offer support and assistance</li> <li>Communicate effectively within a team environment</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate with team members to develop project plans</li> <li>Facilitate group discussions to generate ideas</li> <li>Resolve conflicts or disagreements within the team</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>Take initiative to support improvements or ideas</li> <li>Demonstrate accountability and responsibility for assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Mentor or coach other youth team members</li> <li>Delegate tasks to team members based on their strengths and skills</li> <li>Encourage others to achieve common goals</li> <li>Represent the team or organization in external meetings or events</li> </ul>
<b>Work Ethic</b>	<ul style="list-style-type: none"> <li>Follow workplace policies and procedures</li> <li>Complete tasks within specified timeframes</li> <li>Demonstrate accountability for assigned tasks</li> </ul>	<ul style="list-style-type: none"> <li>Manage multiple tasks and deadlines effectively</li> <li>Take initiative to suggest improvements or innovations</li> <li>Take ownership of projects and seeing them through</li> </ul>



## Developmentally Appropriate Job Tasks

Think about your business or organization. What does a competent youth intern look like? What skills will they need to demonstrate to be successful at your workplace?

Work with your team to fill out the chart below and identify what job tasks your youth will be responsible for during their internship or workplace assignment.

Employability Skill	Example Job Tasks	
	<i>Emerging</i>	<i>Intermediate</i>
Communication		
Critical Thinking		
Innovation		
Time Management		
Problem-Solving		
Adaptability		



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<b>Teamwork</b>		
<b>Collaboration</b>		
<b>Leadership</b>		
<b>Work Ethic</b>		