



EMPLOYABILITY SKILLS TEMPLATE: WORK EXPERIENCE 35

Student: _____
 Employer: _____

Credits: _____
 Teacher: _____

Employability Skills	Learner Outcomes The student should be able to:	Assessment Standards and Tools	Rating				
			4	3	2	1	N/A
Personal Management	<ul style="list-style-type: none"> set clear goals and take steps to achieve them transfer and apply learning to new situations create opportunities for personal growth maintain and manage an effective record-keeping system dress appropriately for the job 	Maintains a Portfolio <u>Assessment Tools</u> <ul style="list-style-type: none"> portfolio assessment tool teacher and employer observations 					
Resource Management	<ul style="list-style-type: none"> create and adhere to time lines select and use appropriate resources, and recognize when additional resources are required manage an inventory access and use technology/references suggest ways to conserve resources 	Follows Company Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Ethics	<ul style="list-style-type: none"> show respect for others assess implications of personal/group actions in the workplace maintain confidentiality 	Follows the Company's Ethics Policies <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace 					
Interpersonal Relations	<ul style="list-style-type: none"> prepare and present information, using appropriate verbal and nonverbal techniques listen attentively and respond appropriately accept and offer praise and constructive criticism 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Teamwork and Leadership	<ul style="list-style-type: none"> work with others to achieve goals contribute to the team's efforts demonstrate negotiation skills mobilize a group to improve performance 	Meets the Company's Standards <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace portfolio assessment tool 					
Responsibility	<ul style="list-style-type: none"> attend regularly be consistently punctual demonstrate and encourage others to follow environmental, health and safety procedures and practices 	95% Attendance Record 95% Punctuality Record <u>Assessment Tools</u> <ul style="list-style-type: none"> as used in the workplace attendance and punctuality records 					

PERFORMANCE RATING GUIDE

	Description	Performance
4	Excellent	Exceeds standards and expected outcomes in a self-directed manner.
3	Very Good	Meets standards and expected outcomes with minimal assistance.
2	Good	Meets standards and expected outcomes with assistance.
1	Not Acceptable	Does not meet standards and expected outcomes, even with assistance.
N/A	Not Applicable	Does not relate to this work station or work site.