

EMPLOYABILITY SKILLS CHECKLIST

NAME _____ COURSE/ACTIVITY: _____

- Scoring Guide:** E = Excellent (Exemplary demonstration of behaviors)
G = Good (Consistently demonstrates these behaviors)
S = Satisfactory (Usually demonstrates these behaviors)
N = Needs improvement (Rarely demonstrates these behaviors)

Place a check mark by all activities you have observed and then give an overall rating for each skill of E, G, S, or N.

RESOURCE MANAGEMENT

Overall Rating: E _____ G _____ S _____ N _____

Accesses information efficiently and effectively

- Uses technology to gather information (i.e., computer, e-mail, fax, word processing, GPS, telephone)
- Asks for information to solve problems or complete tasks (networking).
- Finds information (in phone books, media center, maps, directions, web sites, etc..)
- Contacts community resources (i.e., agencies, churches, human services, postal services, educational and governmental agencies)

Uses and cares for materials, equipment and facilities

- Maintains work space
- Puts equipment and materials away after using.
- Uses tools and equipment in a safe and appropriate manner.
- Leaves material and equipment ready for next user.
- Follows written and verbal directions to operate equipment.

Shares materials when appropriate

- Shows willingness to share materials (i.e. calculators, spell checkers, project or homework assignment sheets, textbooks, people contacts)

Comments:

ATTENDANCE/TIME MANAGEMENT

Overall Rating: E _____ G _____ S _____ N _____

Meets deadlines

- Starts work on time and is punctual.
- Follows attendance policy and procedures.
- Notifies instructors prior to being absent or tardy

Prioritizes tasks and completes work

- Completes assignments when due.
- Meets timeline of personal learning plan/goal.

Monitors and adjusts work plan when necessary

- Follows and adjusts work schedules as needed.
- Is flexible in changing work pace to accommodate work demands.

Uses time and space efficiently

- Seeks or initiates new assignments when time permits.

Comments:

