



EMPLOYABILITY SKILLS TEMPLATE: WORK EXPERIENCE 25

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 goals and take steps to achieve them demonstrate willingness to learn recognize and maximize opportunities for personal growth record and maintain information dress appropriately for the job accept and offer praise and constructive criticism 	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"> use time effectively use technology-based reference materials select and use appropriate techniques/tools/technology for the job handle and dispose of equipment, tools and materials responsibly 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 make personal judgements about the correctness of specific behaviours generate confidence 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"> communicate using appropriate verbal and nonverbal communication techniques cooperate to achieve group goals use technical language appropriately accept 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"> cooperate to achieve group goals take a leadership role, when appropriate help a team to achieve consensus respect the feelings and views of others 	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 follow environmental, health and safety procedures 	90% Attendance Record 90% 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.