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| fp logo | **EMPLOYABILITY SKILLS** |

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| Name: |  | Grade: | **11** |

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| Course: |  | Teacher: |  | Date of Evaluation: |  |

This checklist identifies behaviors that represent acceptable work habits, safety practices, and interpersonal attributes. The student and teacher use the checklist and rating scale to complete an evaluation of the student’s performance in specific areas and to identify strengths and areas for improvement.

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| **Student** | **Teacher** | Rating Scale 2 Meets expectations  1 Progressing  0 Unacceptable |
| 2 1 0 | 2 1 0 |  |
| □□□ | □□□ | **Attendance**  2 pts=0-2 absences; 1 pt=3-4 absences; 0=5+ absences |
| □□□ | □□□ | **Punctuality-Tardiness**  use the scale for attendance |
| □□□ | □□□ | **Adaptability**  adjusts to changes in schedules; new or difficult job assignments |
| □□□ | □□□ | **Initiative**  finds work to do without being told; is self motivated |
| □□□ | □□□ | **Leadership**  promotes cooperation toward achievement of common goals |
| □□□ | □□□ | **Attentiveness**  receives, attends to, “listens to learn” and responds to verbal messages |
| □□□ | □□□ | **Perseverance**  attends to task; continues until completed |
| □□□ | □□□ | **Personal** **Presentation**  grooming and dress appropriate for the situation; recognizes the importance of first impressions |
| □□□ | □□□ | **Receptiveness**  open to suggestions for improvement |
| □□□ | □□□ | **Reliability**  attends to assigned tasks without constant supervision until completed |
| □□□ | □□□ | **Courtesy**  tolerant of others’ views and feelings; courteous and respectful (including use of appropriate language) |
| □□□ | □□□ | **Safety** **Consciousness**  observes safety rules, regulations, and equipment use |
| □□□ | □□□ | **Self** **Management**  maintains self control in difficult situations |
| □□□ | □□□ | **Communication**  organizes ideas and presents them logically and clearly |
| □□□ | □□□ | **Teamwork**  actively participates and positively cooperates towards achievement of common goals |
|  |  | **TOTAL POINTS** |

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| --- | --- |
| Strength: |  |

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| Area of Improvement: |  |

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| --- | --- | --- | --- |
| Student Signature: |  | Date: |  |

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| --- | --- | --- | --- |
| Teacher Signature: |  | Date: |  |

**Reflection**

Describe three personal attributes and how you have demonstrated these at school and in the community. Based on the descriptions above write about how you exhibit and exemplify this skill.

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| **Personal Attribute #1:** |  |
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| **Personal Attribute #2:** |  |
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| **Personal Attribute #3:** |  |
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