

## EMPLOYABILITY PROFILE

Attachment 4

<b>Student Name:</b>	<b>Identification Number:</b>	<b>School Name:</b>
<b>Type of Work-based Learning Experience(s):</b>	<b>Worksite Name/Location(s):</b>	<b>Description of Experience(s)</b>

**EVALUATION GRADING SCALE: General Key**

	Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Not yet demonstrating the skills required for the position and needs to have a formal plan for improving skills. Needs additional training.	Inconsistently demonstrates the skills needed for the position. Further development is needed.	Demonstrates the skills required for the position with rare exceptions, and shows initiative in improving skills.	Consistently demonstrates skills required for the position. Often exceeds expectations and has emerged as a leader that improves overall team.	
<b>PERFORMANCE EXPECTATIONS</b>				
<b>PERFORMANCE SKILLS</b>				
<b>ATTENDANCE</b>	Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.			
<b>PUNCTUALITY</b>	Understands work expectations for punctuality. Arrives on time for work, takes and returns from breaks on time and calls supervisor prior to being late.			
<b>WORKPLACE APPEARANCE</b>	Dresses appropriately for the position and duties. Practices personal hygiene appropriate for position and duties.			
<b>TAKES INITIATIVE</b>	Participates fully in task or project from initiation to completion. Initiates interactions with supervisor for the next task upon completion of previous one.			
<b>QUALITY OF WORK</b>	Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives to meet quality standards and provides optimal customer service.			
<b>KNOWLEDGE OF WORKPLACE</b>	Demonstrates understanding of workplace policy and ethics.			
<b>RESPONSE TO SUPERVISION</b>	Accepts direction, feedback and constructive criticism with positive attitude and uses information to improve work performance. Demonstrates flexibility when nature of work changes.			
<b>COMMUNICATION SKILLS</b>	Gives full attention to what other people are saying, asks questions as appropriate and understands what was heard. Communicates concerns clearly and asks for assistance when needed.			

PERFORMANCE SKILLS	PERFORMANCE EXPECTATIONS	1	2	3	4	COMMENTS: STUDENT WORK READINESS SKILLS
<b>SOLVES PROBLEMS and MAKES DECISIONS</b>	Identifies the nature of the problem, evaluates various ways of solving the problem and selects the best alternative.					
<b>COOPERATES WITH OTHERS</b>	Interacts and communicates with others in a friendly and courteous way. Shows respect for others' ideas, opinions and racial and cultural diversity. Effectively works as a member of a team.					
<b>RESOLVES CONFLICT</b>	Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually satisfactory agreement.					
<b>OBSERVES CRITICALLY</b>	Carefully attends to visual sources of information. Evaluates the information for accuracy, bias and usefulness. Develops a clear understanding of the information.					
<b>TAKES RESPONSIBILITY FOR LEARNING</b>	Identifies one's strengths and weaknesses. Sets goals for learning. Identifies and pursues opportunities for learning. Monitors one's progress toward achieving these goals.					
<b>READS WITH UNDERSTANDING</b>	Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, apply and manage information they contain.					
<b>SOLVES PROBLEMS USING MATH</b>	Works with mathematical information (numbers, symbols, etc.), procedures, and tools and applies skills to answer a question, solve a problem, verify the reasonableness of results, make a prediction or carry out a task that has mathematical dimensions.					
<b>HEALTH AND SAFETY</b>	Complies with health and safety rules for specific workplace.					
<b>TECHNOLOGY</b>	Uses job-related tools, technologies and materials appropriately.					
<b>ADDITIONAL INFORMATION</b>						
Based on your knowledge of this student, how would you rate his/her overall work performance?						
<b>OTHER WORK-RELATED (JOB SPECIFIC/TECHNICAL SKILLS); STRENGTHS and/or ACADEMIC ACHIEVEMENTS</b>						
Signature of reviewer: _____ Print name: _____ Title: _____ Review date: _____						