



Take *Charge* of your **FUTURE**

Employment Skills

To be successful, you need to have high performance ratings in these areas.

How do you rate?

Performance	Successful	Average	Unemployable
Attendance	0-3 absences per semester	4 absences per semester	6 or more absences per semester
Punctual	Always on time	Occasionally late	Often late
Team Player	Team leader	Solid contributor	Limited contributor
Independent Worker	Self-starter - Always on task	Limited guidance - Usually on task	Requires constant monitoring - often off task
Appropriate Behavior	Encouraging & respectful of others	Respectful of others	Disrespectful & inappropriate
Appropriate Dress	Clothing meets dress code & is presented neatly	Clothing meets dress code	Clothing violates dress code
Interested & Focused	Great attitude & interested	Generally positive & engaged	Negative attitude & little interest
Able to Give & Take Suggestions	Always willing to give & take suggestions	Often offers & accepts suggestions	Seldom offers or accepts suggestions
Communicates Clearly	Speaks & writes with excellent clarity	Generally speaks & writes with clarity	Unable to speak or write clearly
Math & Technology Skills	High level of math & technology skills	Basic math & technology skills	Limited math & technology skills
Manages Resources Effectively & Safely	Manages resources extremely effectively & safely	Manages resources effectively & safely	Wasteful & unsafe with resources
Listens, Reads & Follows Directions	Able to listen, read & follow directions without assistance	Able to listen, read & follow directions with limited assistance	Unable to listen, read & follow directions
Creative	Able to generate many new ideas	Able to generate some new ideas	Not able to generate new ideas
Completes Tasks	Completes tasks ahead of deadlines	Completes tasks by deadlines	Unable to complete tasks by deadlines
Open to New Learning & Ideas	Seeks out & uses new learning often	Open to new learning	Rarely ventures out of comfort zone
Plans Ahead	Able to plan ahead, manage time & anticipate problems	Able to plan ahead & manage time effectively	Unable to plan ahead or manage time

