**EMPLOYABILITY PROFILE**

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| **Student Name:** |  | | **Identification Number:** |  | **School Name:** |  |
| **Type of Work-based Learning Experience(s):** | | **Worksite Name/Location(s):** | | | **Description of Experience(s)** | |
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**EVALUATION GRADING SCALE: General Key**

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| **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.** |
| **PERFORMANCE SKILLS** | **PERFORMANCE EXPECTATIONS** | | | **1** | **2** | **3** | **4** | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **ATTENDANCE** | **Understands work expectations for attendance and adheres to them. Notifies supervisor in advance in case of absence.** | | |  |  |  |  |  |
| **PUNCTUALITY** | **Understands work expectations for punctuality. Arrives on time for work, takes and returns from**  **breaks on time and calls supervisor prior to being late.** | | |  |  |  |  |  |
| **WORKPLACE**  **APPEARANCE** | **Dresses appropriately for the position and duties. Practices personal hygiene appropriate for**  **position and duties.** | | |  |  |  |  |  |
| **TAKES INITIATIVE** | **Participates fully in task or project from initiation to completion. Initiates interactions with**  **supervisor for the next task upon completion of previous one.** | | |  |  |  |  |  |
| **QUALITY OF WORK** | **Gives best effort, evaluates own work and utilizes feedback to improve work performance. Strives**  **to meet quality standards and provides optimal customer service.** | | |  |  |  |  |  |
| **KNOWLEDGE OF WORKPLACE** | **Demonstrates understanding of workplace policy and ethics.** | | |  |  |  |  |  |
| **RESPONSE TO**  **SUPERVISION** | **Accepts direction, feedback and constructive criticism with positive attitude and uses information**  **to improve work performance. Demonstrates flexibility when nature of work changes.** | | |  |  |  |  |  |
| **COMMUNICATION**  **SKILLS** | **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.** | | |  |  |  |  |  |

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| **PERFORMANCE SKILLS** | **PERFORMANCE EXPECTATIONS** | **1** | **2** | **3** | **4** | **COMMENTS: STUDENT WORK READINESS SKILLS** |
| **SOLVES PROBLEMS**  **and MAKES DECISIONS** | **Identifies the nature of the problem, evaluates various ways of solving the problem and selects the**  **best alternative.** |  |  |  |  |  |
| **COOPERATES WITH OTHERS** | **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.** |  |  |  |  |  |
| **RESOLVES CONFLICT** | **Identifies the source of conflict, suggests options to resolve it and helps parties reach a mutually**  **satisfactory agreement.** |  |  |  |  |  |
| **OBSERVES**  **CRITICALLY** | **Carefully attends to visual sources of information. Evaluates the information for accuracy, bias**  **and usefulness. Develops a clear understanding of the information.** |  |  |  |  |  |
| **TAKES**  **RESPONSIBILITY FOR LEARNING** | **Identifies one’s strengths and weaknesses. Sets goals for learning. Identifies and pursues**  **opportunities for learning. Monitors one’s progress toward achieving these goals.** |  |  |  |  |  |
| **READS WITH**  **UNDERSTANDING** | **Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to**  **locate, understand, apply and manage information they contain.** |  |  |  |  |  |
| **SOLVES PROBLEMS**  **USING MATH** | **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.** |  |  |  |  |  |
| **HEALTH AND SAFETY** | **Complies with health and safety rules for specific workplace.** |  |  |  |  |  |
| **TECHNOLOGY** | **Uses job-related tools, technologies and materials appropriately.** |  |  |  |  |  |
| **ADDITIONAL INFORMATION** | | | | | | |
| **Based on your knowledge of this student, how would you rate his/her overall work performance?** | |  |  |  |  |  |
| **OTHER WORK-RELATED (JOB SPECIFIC/TECHNICAL SKILLS); STRENGTHS and/or ACADEMIC ACHIEVEMENTS** | | | | | | |
| **Signature of reviewer: Print name: Title: Review date:** | | | | | | |