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| fp logo | **EMPLOYABILITY SKILLS** |

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| Name: |       | Grade: | **10** |

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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 Scale2 Meets expectations1 Progressing0 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**

Which skill did you choose as your strength in 9th grade?

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Why?

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Which skill did you choose as your strength in 10th grade?

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Why?

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Which skill did you choose as an area of improvement in 9th grade?

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What steps did you take to work toward improving that skill?

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Which skill did you choose as an area of improvement in 10th grade?

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What steps are you going to take to improve this skill?

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Is this skill part of your academic or citizenship goal for this year? If no, please find the goals you have created and revise your goal to include the steps you created to improve on this skill?

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