

Employability Skills

Learner's Name: Rick Steffe

		EVIDENCE
Time Management	1. Schedule time to meet task/project deadlines	
	2. Select appropriate human/material resources	
	3. Prioritize work	Internship
	4. Coordinate several tasks simultaneously	Internship
Problem Solving	1. Identify and define problems/issues	Internship
	2. Generate & select from alternative strategies to solve problems	
	3. Consider the consequences of actions	
	4. Make informed decisions	Internship
Responsibility	1. Display punctuality and regular attendance	Internship
	2. Complete tasks on time and meet deadlines	
	3. Take care of materials & equipment; respect the property of others	Internship
Self Confidence	1. Display confidence in self and work	
	2. Demonstrate initiative	Internship
	3. Assess/evaluate criticism	
Self Management	1. Exhibit self control	
	2. Work without close supervision	Internship
	3. Evaluate and monitor personal performance	
	4. Be willing to put out extra effort, as required	
	5. Exhibit good work ethic	Internship
Integrity	1. Exhibit trustworthy behavior	
	2. Respect rights and property of others	Internship
Career Planning	1. Updated resume	
	2. Business cover letter	
	3. Recommendation letters/references	
	4. Determine personal strengths and weaknesses	
	5. Set realistic goals and plan to achieve them	
	6. Career Searching/Planning	
Experience and Achievements <small>(see Industry Experience charts attached)</small>	1. Mentor	
	2. Job Shadowing	
	3. Company Tours	
	4. Special Projects	
	5. Internship	
	6. Awards/Certificates/Recognition	