



Employability Skills

Whether you are planning on College, Technical/Trade, or Laborer, the following are skills that local Brookings employers are looking for when they interview.

The General Manager of our local Fred Meyers put together skills that should be practiced in the classroom in order to prepare for the world of work.

Classroom Behavior Expectations (that flow into the work world):

- Paying attention in Class
- No Cell Phones
- Being on Time
- Respect for Authority
- Dress Code
- Hygiene
- Making Deadlines
- Respecting others
- Conflict Resolution

34 Qualities on which you will rate yourself.

Fill out the following truthfully. Rate yourself as an employer might see your behavior in class.

Student Name *

First Name Last Name

Student School Email

example@example.com

Which Class *

Period 1

Period 2

Period 3

Period 5

Period 6

Period 7

DEPENDABILITY

Always Most of the Time Sometimes Almost Never

I am always on time

I NEVER leave early

I do not take excessive bathroom/water breaks

I show up every day

My work is consistent

I apply school policies evenly to each task and assignment

POSITIVE ATTITUDE

Always Most of the Time Sometimes Almost Never

I do not use inappropriate language

I do not argue with the teacher

I do not openly complain or gripe

I motivate others around me

TIME MANAGEMENT

Always Most of the Time Sometimes Almost Never

I stay on task

I do not interfere with others who are working

I do not procrastinate

I get my work done on time

COMMUNICATION SKILLS

Always Most of the Time Sometimes Almost Never

I am a good listener

I take notes so that I won't forget details

I make eye contact and shake hands when I introduce myself

I am respectful to everyone, regardless of personality differences

My emails are business-like and use formal language

ABILITY TO LEARN NEW THINGS

Always Most of the Time Sometimes Almost Never

I am curious! I like to search about new things on the internet.

I find meaning in the work that I do

I find & understand the relevance and importance of the work that I do

I build new habits to enforce my new skills

I work on my weaknesses instead of avoiding the skills that I find challenging

I reach out for help when I need it

FLEXIBILITY & ADAPTABILITY

Aways Most of the Time Sometimes Almost Never

I take on different roles with enthusiasm

I work effectively with peers and in unfamiliar situations (groups, change of routine)

I can remain respectful when given correction

I can use feedback to my advantage even though I might disagree

INITIATIVE & SELF-DIRECTION

Always Most of the Time Sometimes Almost Never

I gather and complete assignments when I have been absent

I reschedule test when necessary

I complete assignments without direct supervision

I demonstrate motivation to go above and beyond what is expected of me

I value class time and work bell to bell

PRODUCTIVITY & ACCOUNTABILITY

Always Most of the Time Sometimes Almost Never

I have set goals and work toward them

I prioritize my assignments, plan and complete them on time

I complete my own work

I am a positive, productive, respectful participant

I am responsible for completing high quality results

LEADERSHIP & RESPONSIBILITY

Always Most of the Time Sometimes Almost Never

I demonstrate expectations for each activity

I help my group stay on task

I encourage my peers to do their best work

I am consistently in class and on time

I follow school rules and am a good role model

If you have any comments or questions, write them here:

Final Instructor Feedback on Project

Thank you for submitting your work. If you have any questions, or comments, do not hesitate to contact me via email: judithd@brookings.k12.or.us