**STUDENT EMPLOYABILITY EVALUATION & WORKSHEET**

**School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date: \_\_\_\_\_\_ Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- |
| **DEMONSTRATED**  **BEHAVIOR** | **NEEDS IMPROVEMENT**  **0-2 – points** | **FAIR**  **3-4 - points** | **AVERAGE**  **5-6 – points** | **ABOVE AVERAGE**  **7-8 – points** | **EXCELLENT**  **9-10 – points** | **SCORE** |
|  |  |  |  |  |  |  |
| **PARTICIPATION** | Doesn’t participate | Participates when convenient | Actively  Participates in all activities | Actively  participates and encourages others to do so | Actively participates and asks for more tasks |  |
|  |  |  |  |  |  |  |
| **TEAMWORK** | Not a team player, and doesn’t support teamwork or see any value in working as part of a team | Demonstrates a “take it or leave it” attitude concerning teamwork | Is a strong team player, who uses lessons as a tool to improve | Actively supports the team and helps others participate | Actively supports the team and communicates to others the value of teamwork |  |
|  |  |  |  |  |  |  |
| **ADAPTABILITY** | Actively resists change | Respects the process but doesn’t support change | Embraces change | Is a change agent and embraces new opportunities | Embraces change and encourages others to see its value |  |
|  |  |  |  |  |  |  |
| **INITIATIVE** | “Tell me what to do and I will do it” | “I will do my job, but won’t go beyond that” | Self-motivated; tries to see what needs to be done and does it | Take charge; sees what needs to be done and acts | Takes charge and helps others and ensures that it gets done |  |
|  |  |  |  |  |  |  |
| **CONTINUOUS IMPROVEMENT** | Can’t or unwilling to improve | Committed to status quo, but will do the easy things to improve | Committed to improvement and uses training to get there | Is using training to make major improvements in competencies. | Is using training to make improvements & helps others |  |
|  |  |  |  |  |  |  |
| **OWNERSHIP**  **&**  **ACCOUNTABILITY** | Avoids responsibility or blames others | Accepts responsibility but doesn’t take action | Accepts responsibility and takes action to improve the situation | Accepts personal responsibility and helps others embrace their roles | Accepts personal responsibility & leads others to accepting ownership |  |
|  |  |  |  |  |  |  |
| **COMMUNICATION** | Effectively speaks & listens, but is ineffective when under conflict/stress | Effectively speaks & listens, and is usually effective under conflict/stress | Effectively speaks & listens, nearly always effective under conflict/stress | Effectively speaks & listens, and is always effective under conflict/stress | Effective speaker/ listener in all situations, and helps others |  |
|  |  |  |  |  |  |  |
| **DECISION MAKING** | Makes basic decisions, but not considerate of others | Decisions are typically good | Makes well thought out decisions | Considers alternatives, weighs risk, makes best choice | Selects optimal choices, helps others struggling with decisions |  |
|  |  |  |  |  |  |  |
| **QUALITY OF WORK**  **&**  **MATH ACCURACY** | Work contains higher that average errors | Work contains average severity of errors | Work contains few errors, and are small | Learns from mistakes and does not repeat them | Work rarely contains errors. Can rely on getting things done |  |
|  |  |  |  |  |  |  |
| **ATTENDANCE** | 4 or more absences | 3 absences | 2 absences | 1 absences | 0absences |  |
|  |  |  |  |  |  |  |

**Instructor Comments \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Improvement Plan \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Student Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Instructor Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**STUDENT EMPLOYABILITY**

EVALUATION & WORKSHEET

This document is to be used **throughout the year** in all classes for student self evaluation, teacher evaluation of students, and to guide personal professional development. It also provides documentation of student behavior for corrective as well as recognition purposes.

Best Practice

1. Conduct open and honest class discussion about each behavior
2. Conduct occasional private discussion with trainee to review progress.

The topics and behaviors covered are often reported to be those attributes most desired by employers.