Career Portfolio

Directions: Evaluate the student, using the rating scale on the right. Circle the appropriate number to indicate the degree of competency. The rating for each of the tasks should reflect job readiness rather than the grade given in the class.

EMPLOYABILITY SKILLS (Competencies that will enable the individual to obtain and retain a job)

The student can:

1. Establish realistic career goals/choices
2. Display a positive attitude toward work (work ethic)
3. Demonstrate a good record of attendance
4. Display punctuality at school, work, and following breaks
5. Display a pride in work
6. Demonstrate honesty
7. Demonstrate dependability
8. Observe and follow classroom/work rules and regulations
9. Display initiative (e.g., begin work without being asked, assume additional responsibility, help others voluntarily)
10. Work at a consistent pace
11. Manage time appropriately
12. Demonstrate work stability (remains on the job/task until completed)
13. Work effectively under pressure or within time limits
14. Keep work area clean
15. Display respect for other people
16. Show respect for property of others
17. Seek help when needed
18. React appropriately to constructive criticism
19. Accept praise appropriately
20. Assume responsibility for own actions/behaviors
21. Demonstrate appropriate reactions to own mistakes (e.g., acceptance, correction)
22. Demonstrate appropriate problem-solving skills (e.g., identify problem, list possible solutions, select a solution, evaluate results)
23. Demonstrate willingness to learn new skills/information
24. Demonstrate adaptability to changing situations
25. Follow safety regulations
26. Respond appropriately to classroom and/or job related emergencies
27. Practice good hygiene/grooming
28. Dress appropriately for work/specific job
29. Correctly complete a job application
30. Demonstrate appropriate job interviewing skills
31. Demonstrate the ability to complete a job résumé

SCALE

N 1 2 3 4