

Employability skills to work on...

- Arriving at work *prior* to the start of your shift
- Not leaving work early unless dismissed by your supervisor
- Being present each work day
- Having necessary materials to work efficiently during your shift
- Contributing to staff meeting discussions*
- Contributing to small group discussions*
- Cooperating with co-workers*
- Minimizing distractions to your work (e.g. side conversations, working on other coursework, allowing the mind to wander, etc.)*
- Get enough sleep to avoid nodding off/falling asleep "on the job"
- Completing tasks/duties on time **Late** : _____ **Missing**: _____
- Completing tasks/duties thoroughly, reflecting genuine effort
- Leaving your workspace organized and clean
- Following instructions provided by your supervisor
- Using appropriate, non-judgmental language in the workplace (e.g. no cursing, bringing down co-workers, harassing co-workers, etc.)
- Respecting co-workers and their property
- Completing work with integrity (e.g. completing reports on your own unless otherwise instructed, citing sources used, etc.)
- Not vandalizing or stealing company property
- Using work time efficiently to finish reports *before* they are due
- Having an optimistic/positive attitude/demeanor while at work

*You may have demonstrated this skill, I just may not have observed or recalled it



Total Tardies: _____

Total Excused Absences: _____

Total Unexcused Absences: _____

Additional Observations/Comments: _____

Employability Skills Rating: _____ of 10 **Term:** _____

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