



## Employability Readiness Skills Evaluation

To be completed by a High School Advisor

Employability Skill	Mastered	Needs Improvement	Comments
<b>Positive Attitude</b> <ul style="list-style-type: none"><li>• Motivated to work hard</li><li>• Optimistic and honest</li><li>• Friendly and shows respect</li></ul>			
<b>Critical Thinking and Problem Solving</b> <ul style="list-style-type: none"><li>• Analyzes options before deciding</li><li>• Identifies problems and tries to solve them</li><li>• Knows when to get help</li><li>• Reasons effectively</li><li>• Selects and applies relevant mathematical concepts to solve problems and perform tasks</li></ul>			
<b>Communication</b> <ul style="list-style-type: none"><li>• Reads and understands relevant academic and technical texts</li><li>• Listens effectively</li><li>• Asks questions when unsure</li><li>• Shows respect when communicating with others</li></ul>			
<b>Teamwork</b> <ul style="list-style-type: none"><li>• Works well with others to complete tasks and meet goals</li></ul>			

<ul style="list-style-type: none"> <li>• Contributes to new ideas</li> <li>• Works well with others of different genders, cultures, or beliefs</li> <li>• Exercises flexibility</li> <li>• Follows directions</li> </ul>			
<p><b>Self-Management</b></p> <ul style="list-style-type: none"> <li>• Dependable with appropriate time management skills</li> <li>• Dresses appropriately</li> <li>• Shows commitment and responsibility</li> <li>• Works independently</li> <li>• Follows health and safety guidelines</li> </ul>			
<p><b>Willingness to Learn</b></p> <ul style="list-style-type: none"> <li>• Willing to learn new tasks, skills, and information</li> <li>• Accepts advice and learns from feedback</li> <li>• Looks for opportunities to improve self and business</li> </ul>			
<p><b>Resilience</b></p> <ul style="list-style-type: none"> <li>• Adapts to new or changing situations</li> <li>• Does not give up when there is a setback</li> <li>• Accepts mistakes and learns from them</li> </ul>			