


Student Name _____

 Youth Employability Skills	Exemplary (Exceeds Requirements)	Acceptable (Must Have)	Developing (Has Potential)	Deficient (Counterproductive OR Not Engaged)	N/A (Not Applicable)
1-Productive Attitude & Personal Qualities					
Demonstrates personal character (For example: honesty, ethics, integrity)					
Uses time efficiently without sacrificing quality					
Works safely					
Shows courtesy and respect (tact)					
Is willing to learn					
2-People Skills					
Contributes as a team member <ul style="list-style-type: none"> • Values others' input • Accepts feedback 					
Builds constructive and effective relationships (customers, subordinates, supervisors, peers)					
3-Punctuality & Attendance					
Arrives at work site/station on time					
Is prepared for the work day					
Observes company policy regarding scheduled and unanticipated absences					
4-Critical Thinking & Problem Solving					
Identifies the problem, reviews cause & effect, selects best solution within system					
Utilizes logic, research, innovation, future visioning and creativity.					
5-Time and Resource Allocation					
Dependable in work assignments					
Meets deadlines					
6-Business Basics					
Understands employers organization and mission					
Supports employer's standards					
Responds to customer's expectations					
Appropriately dressed and groomed					
Understands business concepts (P/L, ROI)					
7-Information & Analysis, Technology & Communication					
Demonstrates communication skills necessary to accomplish work					
Collects and interprets relevant information accurately					
Appropriately uses workplace technology					
Comments (you may use the back of the sheet for additional comments):					

Employer Name _____

Business _____

Employer Signature _____ Date _____