

Eight Keys to Employability Pre-Vocational Checklist

1. Personal Values

- Honest and motivated
- Exhibits a good attitude
- Has personal and career goals
- Has a positive self-image

2. Problem-Solving & Decision-Making Skills

- Adapts to change
- Is flexible
- Is creative and innovative
- Can reason and make objective judgments
- Plans and organizes work

3. Relations with Other People

- Accepts authority
- Is a team player
- Is friendly, cooperative and tactful
- Has leadership qualities
- Respects the rights and properties of others
- Respects diversity

4. Communication Skills

- Asks questions and listens well
- Expresses himself/herself clearly
- Notifies supervisor of absences
- Seeks help when needed

5. Task Related Skills

- Cares for tools and materials
- Completes work on time
- Follows directions
- Sticks with a task
- Works neatly and accurately
- Works to improve performance

6. Maturity

- Is assertive when necessary
- Is reliable and dependable
- Accepts responsibility
- Is willing to do extra work
- Has confidence in himself/herself
- Shows initiative
- Shows pride in his/her work
- Works well without supervision

7. Health and Safety Habits

- Dresses appropriately
- Practices good personal hygiene
- Observes safety rules
- Takes an interest in good health habits

8. Commitment to a Job

- Is enthusiastic
- Is punctual and has good attendance
- Exhibits loyalty to the company
- Gives his/her best effort
- Shows concern for his/her future
- Wants to learn more

Evaluator: _____

Date: _____ / _____ / _____

Student: _____

Date: _____ / _____ / _____

Grade: _____

Age: _____