Graduation Pathways

Employability Skills Verification Form

Student Name: _____

Student ID: _____

Check One:

☐ **Project-Based Experience**	☐ **Service-Based Experience**	☐ **Work-Based Experience**

Describe your project, service, or work experience, including a discussion of the required design principles.

Describe how you have learned and demonstrated the following Employability Skills. (See back of page)
Mindsets:
Self-Management Skills:
Learning Strategies:
Social Skills:
Workplace Skills:

Student (Signature):_____ **Date:** _____

Teacher/Activity Sponsor (Print): _____ **Date:** _____

Teacher/Activity Sponsor (Signature): _____

***[Student Form] – Email to school counselor* when completed.** **Revised 12/16/20**

Indiana Workforce Development – Indiana Employability Skills Benchmarks

MINDSETS

Intellectual Risk Taking – Develops a healthy balance of mental, social/emotional and physical well-being; understands that life-long learning are necessary for long-term career success; willingness to work and learn and continually apply new knowledge

Appreciation of Diversity – Embraces diverse views and varying perspectives; demonstrates empathy and respect for others

Self-confidence – Possesses belief in own ability to succeed

Sense of belonging – Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization

Career Path – Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path

SELF-MANAGEMENT SKILLS

Pride in Work – Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve

Self-Discipline – Demonstrates self-discipline and self-control

Independence – Works independently; creates relationships with mentors and supervisors that support success

Perseverance – Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks

Stress Management – Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieve deadlines

Time Management – Prioritizes and balances school, home, work and community activities

Adaptability – Manages transitions and adapts to changing situations and responsibilities

Integrity – Trustworthy, honest and comprehends ethical courses of action

Professionalism – Uses appropriate judgement; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment; dresses appropriately, speaks politely

Work Ethic – Punctual with good attendance; does not abuse drugs; maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility

LEARNING STRATEGIES

Written Communication – Applies reading, writing, math and scientific principals and procedures

Decision Making – Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits, and goals

Initiative – Applies self-motivation and self-direction to learning

Technology Savvy – Applies existing and emerging media and computer application skills

Attention to Detail – Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or service

Organization – Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations

Information Gathering – Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes, and communicates information

Problem Solving – Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations

SOCIAL SKILLS

Oral Communication – Clearly, effectively, and convincingly expresses ideas and messages to others

Teamwork – Creates positive and responsive relationships with peers, colleagues, and customers; uses effective collaboration and cooperation skills

Leadership – Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible

Conflict Management – Negotiates to resolve or mediate conflict; avoids potential or perceived conflict

Self-Advocacy – Asserts self when necessary

WORKPLACE SKILLS

Personal Safety – Demonstrates personal safety skills

Follows Directions – Follows employer established policies and business practices

Resource Allocation – Identifies, leverages and distributes money and materials effectively and efficiently

Customer Service – Responds quickly to the needs of customers and achieves customer satisfaction

Adapted and informed by the following: ASCA Mindsets & Behaviors Program Planning Tool; National Network of Business and Industry Associations Common Employability Skills; US DOE Employability Skills Framework; WIN and JAG Competencies Alignment; and The Center for Employability Outcomes Workplace Essentials.