**
Employability Skills
Feedback Form**

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| **Employability Skill Categories** | **Comments on skills that are proficient, still developing, or advanced.** |
| Developing | Proficient | Advanced |
| **Attendance & Punctuality** |  |  |  |
| * Follows attendance and tardy policy as outlined by student handbook
* Uses appropriate communication and/or documentation with instructor for being absent or tardy
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| **Self-Direction & Self-Management** |  |  |  |
| * Adapts to a variety of roles, responsibilities, schedules, and contexts
* Sets short and long term achievable goals
* Uses time and manages workload efficiently
* Demonstrates initiative to advance skill level
* Demonstrates creativity to advance skill level
* Keeps self and materials/project organized
* Prioritizes, plans, and manages work to achieve the intended result
* Demonstrates commitment to learning as a lifelong process
* Reflects critically on past experiences to inform future progress
* Explains reasoning and identifies information to support decisions
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| **Ethical Behavior** |  |  |  |
| * Conducts self in a respectable and professional manner
* Deals positively with praise, setbacks, and criticism
* Negotiates diverse views and beliefs to reach workable solutions
* Acts in ways intended to improve situations
* Reflects on actions to guide future actions/improvements
* Responds open-mindedly to different ideas and values
* Makes decisions considering a variety of perspectives
* Complies with appropriate standards for dress, appearance, language, and public behavior
* Conveys a positive attitude, handles adversity well, and adapts to change
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| **Personal Accountability** |  |  |  |
| * Turns in required work and completes tasks on time without reminders
* Acts responsibly with the interests of the global community in mind
* Executes individual or group culturally appropriate plans
* Takes accountability for actions and accepts consequences while rectifying situation if necessary
* Shows respect for authority, teams, individuals and ideas, while understanding that all people have value as human beings
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| **Interpersonal Skills** |  |  |  |
| * Uses active listening skills in order to interpret information
* Conveys messages using proper terminology
* Is able to presents to a diverse audience
* Respects cultural differences
* Collaborates and cooperates in a team setting
* Leads by example and practices the concept of shared leadership
* Works effectively with people from a range of social and cultural backgrounds
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| **Technology Etiquette** |  |  |  |
| * Selects appropriate technology or media to communicate and collaborate effectively with diverse individuals or groups
* Chooses appropriate technological tool for the job/task
* Selects appropriate software applications to complete a task
* Demonstrates appropriate use of electronic communications and social media
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