**  
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 |
| **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 |
| **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 |
| **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 |
| **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 |
| **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 |