APPENDIX C

Employability/Life Skills Assessment

Ages 14-21 years

developed by
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STUDENT INFORMATION

Name: _____ Birthdate: _____

RATIONALE

Employability skills are those personal social behaviors and daily living habits that have been identified by employers and young entry-level workers as essential for obtaining employment and for success in the work place. These are life skills that must be taught with the same rigor as basic skills. The development of such skills is a life long process, with performance being relative to a student's ability and age. Teachers at all age levels have the responsibility to teach employability skills.

GENERAL DIRECTIONS

This criterion-referenced checklist may be used yearly, beginning at the age of 14, to assess student's level of performance in the twenty-four critical employability skill areas identified by Ohio's Employability Skills Project. Three descriptors are provided for each skill. **Student performance should be rated using the following scale: 3 = usually, 2 = sometimes, 1= seldom, 0 = never.**

EXAMPLE (for a 14 year old student)

I. SELF HELP SKILLS — **AGE**

A. Demonstrates personal hygiene and grooming by:

— meeting teacher expectation for cleanliness.

— meeting teacher expectation for good grooming (hair combed, shirt tucked in, etc.

— meeting teacher expectation for consistent, independent personal hygiene and grooming.

	14	15	16	17	18	19	20	21
	2							
	1							
	1							
T	4							

AGE

B. Dresses appropriately by:

— choosing and wearing clothes that are appropriate for the weather/ activity/social custom.

— identifying when clothes should not be worn (dirty, ill fitting, etc.).

— wearing clothes that are in good condition, clean and pressed with detail given to appearance.

	14	15	16	17	18	19	20	21
	2							
	3							
	1							
T	6							

Scores for each descriptor are added, provided a value that can be recorded on the Student Profile of Employability Skills. When completed, the profile yields a graphic representation of employability skills performance that will help in planning instruction.

	SELF-HELP SKILLS				WORK HABITS			TASK RELATED		WORK QUANTITY			WORK QUALITY		RELATIONS SUPERVISOR			RELATIONS PEERS			WORK ATTITUDES						
SCORE	HYGIENE, GROOMING	DRESSES APPROPRIATELY	TRAVELS INDEPENDENTLY	COMMUNICATES EFFECTIVELY	ATTENDS ON TIME	STAYS ON TASK	WORKS INDEPENDENTLY	CARES FOR TOOLS, ETC.	PRACTICES SAFETY	COMPLETES WORK	EXHIBITS STAMINA	ADAPTS TO DEMANDS	CHECKS DECISIONS	CORRECTS MISTAKES	ACCEPTS CRITICISM	FOLLOWS DIRECTIONS	SEEKS HELP	WORKS COOPERATIVELY	SHOWS RESPECT	LANGUAGE, MANNERS	PERSONAL GOALS	SHOWS INITIATIVE	VALUES, REWARDS	PRIDE, INTEGRITY	SCORE	AGE
9																									9	14 YEARS
8																									8	
7																									7	
6																									6	
5																									5	
4																									4	
3																									3	
2																									2	
1																									1	
0																									0	

OHIO'S EMPLOYABILITY SKILLS PROJECT

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