Employability Skill Assessment for Work-Based Learning

This employability skill assessment for work-based learning opportunities can be used in multiple ways: by the student to self-assess, by the supervisor at the beginning of a work-based learning opportunity to set a baseline score and provide constructive feedback, and at the end of a work-based learning opportunity as a part of the student’s final assessment.

Rate the student objectively based on observed behaviors. Give feedback that can help the student identify both strengths and areas of potential growth.

The below criteria are based off of the Office of Career, Technical, and Adult Education (OCTAE), U.S. Department of Education’s [“Employability Sk](https://cte.ed.gov/initiatives/employability-skills-framework)ills Framework.” See OCTAE website for more detail and resources.

**Assessment Scale**

* **N/A – Not Applicable:** The work-based learning opportunity provided no opportunity to observe this type of skill.
* **1 – Performance Improvement Needed:** Needs to have a strategy to improve this skill.
* **2 – Developing:** Developing this skill; learning to address challenges related to this skill; aware of next steps needed to develop this skill.
* **3 – Competent:** Regularly demonstrates this skill; aware of the importance of this skill.
* **4 – Proficient:** Consistently demonstrates this skill; exceeds expectations, showing initiative to learn about, enhance and/or apply this skill.
* **5 – Advanced:** Can describe accomplishments using this skill to advance the work of your organization; exceeds expectations, showing initiative to apply and extend this skill.

|  |  |
| --- | --- |
| **Student** **Name**: |  |

| **Employability Skills**  | **Score (1-5)** | **Feedback** |
| --- | --- | --- |
| **Applied Knowledge** | **Applied Academic Skills** (as applicable)* Reading skills
* Writing skills
* Math strategies/procedures
* Scientific principles/procedures
 |  |  |
| **Critical Thinking Skills*** **Thinks creatively**
* **Thinks critically**
* **Makes sound decisions**
* **Solves problems**
* **Reasons**
* **Plans/organizes**
 |  |  |
| **Effective Relationships** | **Interpersonal Skills*** **Understands teamwork and works with others**
* **Responds to customer needs**
* **Exercises leadership**
* **Negotiates to resolve conflict**
* **Respects individual differences**
 |  |  |
| **Personal Qualities*** **Demonstrates responsibility and self-discipline**
* **Adapts and shows flexibility**
* **Works independently**
* **Demonstrates a willingness to learn**
* **Demonstrates integrity**
* **Demonstrates professionalism**
* **Takes initiative**
* **Displays a positive attitude and sense of self-worth**
* **Takes responsibility for professional growth**
 |  |  |
| **Workplace Skills** | **Resource Management*** **Manages time**
* **Manages money (if applicable)**
* **Manages resources**
* **Manages personnel (if applicable)**
 |  |  |
| **Information Use*** **Locates Information**
* **Organizes Information**
* **Uses Information**
* **Analyzes Information**
* **Communicates Information**
 |  |  |
| **Communication Skills*** **Communicates verbally**
* **Listens actively**
* **Comprehends written material**
* **Conveys information in writing**
* **Observes carefully**
 |  |  |
| **Systems Thinking*** **Understands and uses systems**
* **Monitors systems**
* **Improves systems**
 |  |  |
| **Technology Use*** **Understands and uses technology**
 |  |  |
| **Total Employability Skill (Max=45):** |  |  |
| **Technical Skills** |
|  | **Employability Skills** | **Score (1-5)** | **Feedback** |
|  | **(Add new rows as needed and delete this text.)** |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |