

Employability Skills


Learner's Name: Isaac Russell

		EVIDENCE
Time Management	1. Schedule time to meet task/project deadlines	Mentor Entry, Company Technical Repo
	2. Select appropriate human/material resources	Alloy Project, FIRST Robotics
	3. Prioritize work	Company Technical Report, Packaging I
	4. Coordinate several tasks simultaneously	Company Technical Report, Packaging I
Problem Solving	1. Identify and define problems/issues	Company Technical Report, FIRST Robc
	2. Generate & select from alternative strategies to solve problems	Company Technical Report, FIRST Robc
	3. Consider the consequences of actions	Company Technical Report, FIRST Robc
	4. Make informed decisions	Company Technical Report
Responsibility	1. Display punctuality and regular attendance	Company Technical Report, Packaging I
	2. Complete tasks on time and meet deadlines	Company Technical Report, Mentor Entr
	3. Take care of materials & equipment; respect the property of others	Company Technical Report, FIRST Robc Company Technical Report, FIRST Robc
Self Confidence	1. Display confidence in self and work	Company Technical Report, Packaging I
	2. Demonstrate initiative	Alloy Project
	3. Assess/evaluate criticism	Company Technical Report, Alloy Projec
Self Management	1. Exhibit self control	Company Technical Report, Packaging I
	2. Work without close supervision	Company Technical Report, Packaging I
	3. Evaluate and monitor personal performance	Company Technical Report, Packaging I
	4. Be willing to put out extra effort, as required	Company Technical Report
	5. Exhibit good work ethic	Company Technical Report, Packaging I
Integrity	1. Exhibit trustworthy behavior	Company Technical Report, Packaging I
	2. Respect rights and property of others	Company Technical Report
Career Planning	1. Updated resume	Mentor Entry
	2. Business cover letter	
	3. Recommendation letters/ references	
	4. Determine personal strengths and weaknesses	
	5. Set realistic goals and plan to achieve them	Company Technical Report
	6. Career Searching/Planning	
Experience and Achievements <small>(see Industry Experience charts attached)</small>	1. Mentor	Mentor Entry
	2. Job Shadowing	
	3. Company Tours	
	4. Special Projects	
	5. Internship	
	6. Awards/Certificates/Recognition	Passes Edge, Teams Training

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