***Wisconsin Employability Skills***

***Certificate Assessment***

The *Wisconsin Employability Skills Certificate* recognizes a student’s mastery of employability skills valued by employers in a variety of worksite settings while helping students explore career interests. The program allows:

* students to document their employability skills
* employers to assess the skills they are looking for in quality employees
* educators to customize instruction to help students to acquire skills that today’s workplace requires

***Directions for Employer***

Thank you for your help in mentoring an entry-level employee at the beginning of their work experiences to become a more effective future employee. Please use this student portfolio checklist to rate the employee based on the ***3-2-1 scale***. Select the appropriate ***work experience environment code or codes*** to show where the student has demonstrated the skills or attitudes. Be sure to provide as much feedback as possible to the student under ***comments***. Periodically, review these competencies with the employee throughout the year. If you cannot assess the employee on some of the items due to lack of access to practice or opportunity to observe the skill, please rank the student at a 1 level and provide ways for the student to gain this experience in the ***goal*** section after the category.

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|  | STUDENT information |  |
| Student/Employee Name      | Supervising Teacher      | Supervising Teacher’s Email      |
| Student Grade      | Student Address: (Street, City, State, and Zip)      |
| Student Email      | Student Telephone *Area/No.*      |
| School District      | School Name and Address: (Street, City, State, and Zip)      |
|  | **MENTOR/WORKSITE INFORMATION** |  |
| Workplace Mentor      | Mentor’s E-Mail Address      | Mentor’s Phone      |
| Student’s Position      | Start Date      |
| Work-Based Learning Site *(Employer name, street address, city, state, zip code)*      |
| Primary Responsibilities:       |

***School:*** Please review this ***Certificate Assessment*** (student portfolio checklist) with the participating employee and ensure that s/he understands the items to be assessed. Between the employer, community based partner, or the school, all items must be rated.

***Rating Scale: Work Experience Environment Code:***

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| --- | --- | --- |
| **3** | ***Exceeds Expectations:*** Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior |  **SB** School Based (Supervising Teacher)  **WB** Work Based (Workplace Mentor) **CB** Community Basedor Service Agency Based |
| **2** | ***Meets Expectations:***  Meets entry-level criteria; requires some supervision; often displays this behavior |
| **1** | ***Working to Meet Expectations:*** Needs improvement; requires much assistance and supervision; rarely displays behavior |
| **Employability Skills and Attitudes** | **Rating****Environment** |
| ***Personal Work Habits and Attitudes*** |
| 1. **Develops positive relationships with others**

*Examples of qualities and habits that the employee might exhibit include . . .** Interacts with others with respect and in a non-judgmental manner
* Responds to others in an appropriate and non-offensive manner
* Helps co-workers and peers accomplish tasks or goals
* Applies problem-solving strategies to improve relations with others
* When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Communicates effectively with others**

*Examples of qualities and habits that the employee might exhibit include . . .** Adjusts the communication approach for the target audience, purpose, and situation to maximize impact
* Organizes messages/information in a logical and helpful manner
* Speaks clearly and writes legibly
* Models behaviors to show active listening
* Applies what was read to actual practice
* Asks appropriate questions for clarity
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Collaborates with Others**

*Examples of qualities and habits that the employee might exhibit include . . .** Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities
* Shares responsibility for collaborative work and decision making
* Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise
* Avoids contributing to unproductive group conflict
* Shares information and carries out responsibilities in a timely manner
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Maintains composure under pressure**

*Examples of qualities and habits that the employee might exhibit include . . .** Uses critical thinking skills to determine the best options or outcomes when faced with a challenging situation
* Carries out assigned duties while under pressure
* Acts in a respectful, professional, and non-offensive manner while under pressure
* Applies stress management techniques to cope under pressure
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Demonstrates integrity**

*Examples of qualities and habits that the employee might exhibit include . . .** Carries out responsibilities in an ethical, legal, and confidential manner
* Responds to situations in a timely manner
* Takes personal responsibility to correct problems
* Models behaviors that demonstrate self-discipline, reliability, and dependability
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Performs quality work**

*Examples of qualities and habits that the employee might exhibit include . . .** Carries out written and verbal directions accurately
* Completes work efficiently and effectively
* Performs calculations accurately
* Conserves resources, supplies, and materials to minimize cost and environmental impact
* Uses equipment, technology, and work strategies to improve workflow
* Applies problem-solving strategies to improve productivity
* Adheres to worksite regulations and practices
* Maintains an organized work area
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Provides quality goods or service (internal and external)**

*Examples of qualities and habits that the employee might exhibit include . . .** Shows support for the organizational goals and principles by own personal actions
* Displays a respectful and professional image to customers
* Displays an enthusiastic attitude and desire to take care of customer needs
* Seeks out ways to increase customer satisfaction
* Produces goods to workplace specifications
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Shows initiative and self-direction**

*Examples of qualities and habits that the employee might exhibit include . . .** Prioritizes and carries out responsibilities without being told
* Responds with enthusiasm and flexibility to handle tasks that need immediate attention
* Reflects on any unsatisfactory outcome as an opportunity to learn
* Improves personal performance by doing something different or differently
* Analyzes how own actions impact the overall organization
* Supports own actions with sound reasoning and principles
* Balances personal activities to minimize interference with work responsibilities
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Adapts to change**

*Examples of qualities and habits that the employee might exhibit include . . .** Shows flexibility and willingness to learn new skills for various job roles
* Uses problem-solving and critical-thinking skills to cope with changing circumstances
* Modifies own work behaviors based on feedback, unsatisfactory outcomes, efficiency, and effectiveness
* Displays a "can do" attitude
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Demonstrates safety and security regulations and practices**

*Examples of qualities and habits that the employee might exhibit include . . .** Follows personal safety requirements
* Maintains a safe work environment
* Demonstrates professional role in an emergency
* Follows security procedures
* Maintains confidentiality
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| 1. **Applies job-related technology, information, and media**

*Examples of qualities and habits that the employee might exhibit include . . .** Applies technology effectively in the workplace
* Accesses and evaluates information on the job
* Accesses training manuals, websites, or other media related to the job
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **Personal Work Habits and Attitudes Subtotal**Student/Employee must earn a subtotal of at least 22 out of a possible 33 for certification.  |       |

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| ***Personal and Professional Development***  |
| 1. **Fulfills training or certification requirements for employment**

*Examples of this requirement may include. . .** Participation in required career-related training and/or educational programs
* Passing certification tests to qualify for licensure and/or certification
* Participation in company training or orientation
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| 1. **Sets personal goals for improvement**

*Examples of this requirement may include. . .** Setting goals that are specific and measureable
* Setting work-related goals that align with the organization's mission
* Identifying strategies to reach goals
* Reflecting on goal progress to regularly evaluate and modify goals
 | *Choose one here:*[ ]  3 [ ]  2 [ ]  1*Choose one or more here:*[ ]  WB [ ]  SB [ ]  CB |
| **Job Specific Examples:****Comments:****Goals:** |
| **Personal and Professional Development Subtotal**Student/Employee must earn a subtotal of at least 4 out of a possible 6 for certification.  |       |

***Wisconsin Employability Skills***

***Certificate Assessment Summary***

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| Date of Evaluation      | Grading Period *(if applicable)*      |
| Student/Employee      | School      |
| Workplace      | Position      |

|  |  |  |
| --- | --- | --- |
| **Date** | **Employer Observations and Recommendations** | **Employee Reflection**(accomplishments, potential obstacles, goals, strategies) |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |
| Final Evaluation |       |       |

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| ***Evaluation Summative Chart*** |
| **Criteria** | **Points Necessary** | **Points Earned** |
| Personal Work Habits and Attitudes | 22 |       |
| Personal and Professional Development | 4 |       |
| **Total Points** | 26 |       |
| **On-the-job hours completed** | **Hours Required** | **Hours Worked** |
| Total Hours Worked | 90 |       |

I/We, the undersigned, attest that the information in this document is correct and has been reviewed by all parties collaboratively.

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| --- | --- |
| Signature of Workplace Mentor Signature      | Date      |
| Teacher Supervisor Signature      | Date      |
| Student/Employee Signature      | Date      |

 (*Typed name is accepted for signature on forms returned via e-mail or fax*)

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| **Please direct any questions concerning the State-Certified Cooperative Education Program to:** | Career and Technical Education TeamDepartment of Public InstructionP.O. Box 7841Madison, WI 53707-7841Fax: 608-267-9275Phone: 608-267-3161 |

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