

Employability Profile: Pre-Engineering

Student Name: _____

Evaluator: _____

Date Completed: _____

Evaluation Grading Scale

Unsatisfactory (1)	Needs Improvement (2)	Meets Expectations (3)	Exceeds Expectations (4)
Not yet demonstrating the skills outlined and needs to have a plan for improving skills.	Inconsistently demonstrates the skills outlined. Further development is needed.	Demonstrates the skills outlined with rare exceptions, and shows initiative in improving skills.	Consistently demonstrates skills outlined. Often exceeds expectations and has emerged as a leader that improves overall team.

1	2	3	4	General Performance Skills	Performance Expectations	Comments/Student Work Readiness Skills
§	§	§	§	Attendance	Understands work expectations for attendance and adheres to them. Takes responsibility for absences. (cdos 3b)	
§	§	§	§	Punctuality	Understands work expectations for punctuality and arriving on time. Takes and returns from breaks in a timely manner. Take responsibility for tardiness.	
§	§	§	§	Time Management	Completing tasks in a timely manner. Organizing tasks and prioritizing time. Take responsibility for using time wisely.	
§	§	§	§	Workplace Expectations	Demonstrates professionalism and an understanding of expectations and ethics. Including use of technology (cell phones), dress code, safety procedures, etc.	
§	§	§	§	Attitude Towards Work	Puts forth best effort, accepts and utilizes constructive criticism and feedback to improve work performance. Takes ownership of work performance. Demonstrates flexibility, shows initiative, and has the ability to work independently.	
§	§	§	§	Communication Skills	Gives full attention to what other people are saying, asks questions as appropriate, and understands what was heard. Communicates concerns clearly and asks for assistance when needed.	
§	§	§	§	Cooperates with Others	Interacts and communicates with others in a friendly and courteous way. Shows respect for others' ideas, opinions, and diversity. Effectively works as a member of a team.	

