

STUDENT SELF-EVALUATION

Student's Name: _____ Job Placement: _____

Instructions:

Evaluate your development of employability skills from this work-integrated learning course. A description of each of the employability skills is located on the back of this form. Not all of these skills will be applicable to you in all situations. Be honest with yourself.

Employability Skills	Excellent	Proficient	Adequate	Limited	Not Yet Demonstrated (ND) or Not Applicable (NA)
Verbal communication	I can communicate effectively with an engaging and confident tone.	I can communicate clearly with a well-considered tone.	I can communicate sufficiently with an appropriate tone.	My communication is incomplete and/or has an ineffective tone.	
Written communication	My writing demonstrates confident control of correct sentence construction, usage, grammar, and mechanics.	My writing demonstrates competent control of correct sentence construction, usage, grammar, and mechanics.	My writing demonstrates control of the basics of correct sentence construction, usage, grammar, and mechanics.	My writing has faltering control of correct sentence construction, usage, grammar, and mechanics.	
Willingness to learn	I effectively demonstrate learning.	I demonstrate learning.	I demonstrate a willingness to learn.	I do not demonstrate a willingness to learn.	
Self-confidence	I consistently demonstrate self-confidence.	I usually demonstrate self-confidence.	I sometimes demonstrate self-confidence.	I rarely demonstrate self-confidence.	
Ability to set and obtain goals	I effectively set goals and obtain them.	I set goals and obtain them.	I set goals and sometimes obtain them.	I rarely set goals and rarely obtain them.	
Accountability for actions	I am consistently accountable for my actions.	I am usually accountable for my actions.	I am sometimes accountable for my actions.	I am not accountable for my actions.	
Personal ethics (honesty, etc.)	I always demonstrate personal ethics.	I reliably demonstrate personal ethics.	I usually demonstrate personal ethics.	I do not demonstrate personal ethics.	
Initiative	I effectively take initiative.	I usually take initiative.	I sometimes take initiative.	I do not take initiative.	
Ability to think critically	I effectively demonstrate the ability to think critically.	I usually demonstrate the ability to think critically.	I sometimes demonstrate the ability to think critically.	I do not demonstrate the ability to think critically.	
Effective technology use	I effectively use technology.	I am able to use technology.	I can use some technology.	I cannot use technology.	
Creativity	I am very creative and able to use it to benefit the workplace.	I am creative and use it to contribute to the workplace.	I am sometimes creative and it could be of benefit to the workplace.	I am not creative in the workplace.	
Performs tasks safely	I always perform tasks safely.	I consistently perform tasks safely.	I usually perform tasks safely.	I sometimes perform tasks safely.	
Respectful of diversity	I always demonstrate attitudes that show a respect for diversity.	I consistently demonstrate attitudes that show a respect for diversity.	I usually demonstrate attitudes that show a respect for diversity.	I do not demonstrate attitudes that show a respect for diversity.	
Cooperative (a team player)	I am able to cooperate effectively with my workplace team.	I am able to cooperate most of the time with my workplace team.	I am able to cooperate some of the time with my workplace team.	I do not cooperate with my workplace team.	

OVERALL RATING	Excellent	Proficient	Adequate	Needs Improvement

One area where I made improvement in my placement can be shown by: _____

One area where I think I could make further improvement in future jobs: _____

Student's Signature

Supervisor's Signature

DESCRIPTION OF EMPLOYABILITY SKILLS

The following is a description of the employability skills appearing on the rubric.

Verbal communication	Understands and speaks the language in which the business is conducted, including proper use of specialized terminology.
Written communication	Writes effectively in the language in which the business is conducted, including proper use of specialized terminology.
Willingness to learn	Shows a positive attitude toward learning and lifelong learning.
Self-confidence	Shows faith in himself or herself to do the job well. Shows an increasing ability to handle constructive criticism.
Ability to set and obtain goals	Demonstrates an ability to set goals and priorities in work and personal life, and shows an ability to manage time and other factors to achieve these goals.
Accountability for actions	Assumes responsibility for actions he or she takes, and deals effectively with the consequences.
Personal ethics	Demonstrates honesty and a morality that is consistent with expected behaviour at the workplace, including confidentiality (if required).
Initiative	Demonstrates an ability to begin new tasks when it is appropriate to do so, and shows energy and persistence to get the job done.
Ability to think critically	Sees issues clearly and truly in order to judge them fairly, and acts logically to evaluate situations, solve problems, and make decisions.
Uses technology effectively	Is able to learn how to use the technology of the business, and makes appropriate decisions while using it.
Creativity	Is able to suggest new or innovative ideas to get the job done when the situation warrants it. Also implies the enterprising entrepreneurial spirit.
Performs tasks safely	Wears appropriate safety gear, and acts responsibly and safely toward self and others.
Respectful of diversity	Recognizes and respects people's diversity and individual differences.
Cooperative (a team player)	Is able to understand and work within the culture of the group and exercise "give and take" to achieve group results.