

## Fundamental Employability Skills – Student Final Assessment

Student Name: \_\_\_\_\_ Date completed: \_\_\_\_\_ Business: \_\_\_\_\_

Start/End of Placement: \_\_\_\_\_ Duties: \_\_\_\_\_

**Scale:**    **C** –consistently    **U** –usually    **S** -sometimes    **R** –rarely    **N/A** -not applicable

Reliability, Punctuality, Work Space Awareness	Evaluation	Observations / Comments
Student attends work regularly		
Student arrives at work on time		
Student informs employer if unable to work		
Student can find their way around work site without help		

Hygiene, Dress	Evaluation	Observations / Comments
Student wears clothes appropriate for work and weather		
Student arrives well-groomed for work		
Student wears clothes that are clean when at work		
Student's hair is clean and combed at work		

Communication	Evaluation	Observations / Comments
Student follows directions from supervisor		
Student asks questions if unsure or need help		
Student can follow single-step verbal or written directions		
Student can follow multi-step verbal or written directions		

**Scale:** C –consistently U –usually S -sometimes R –rarely N/A -not applicable

Social Interactions	Evaluation	Observations / Comments
Student exhibits socially appropriate behaviour at work		
Student works well with others at work		
Student respects the thoughts and opinions of others at work		
Student maintains eye contact when speaking or being spoken to		
Student initiates social interactions with other people at work		

On Task / Work Completion / Independence	Evaluation	Observations / Comments
Student remains on task at work		
Student remains on task independently without prompting at work		
Student moves willingly from one task to another at work		
Student seeks out work as needed after completing tasks		
Student completes assigned tasks/duties when at work		
Student completes assigned tasks/duties without assistance		

Workplace Safety	Evaluation	Observations / Comments
Student exhibits safety awareness in the work place		
Student demonstrates proper caution around equipment / tools		
Student demonstrates correct safety procedures at all times		
Student regularly wears required safety equipment as required		

## **Growth & Challenges – Next Steps for Goal Setting**

### **Growth**

Can you identify where growth is evident? Are you able to provide examples and/or details?

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### **Challenges**

Can you identify any challenge(s) that should continue to be a focus?

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### **Next Steps**

Given your observations, what do you believe are realistic next steps for this student?

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