Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Part 1: Hireability Framework

**Directions**

Throughout the experience take note of your student’s skill development to help be better prepared to complete the future ready skills assessment at the end of the experience.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Collaboration** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Contributes to the work of the team and supports others |  |  |  |  |  |
| Actively looks to resolve areas of disagreement or conflict through discussion |  |  |  |  |  |
| Comments: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Communication** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Actively listens to understand and asks clarifying questions |  |  |  |  |  |
| Presents information in an organized manner that serves purpose of message, context, and audience |  |  |  |  |  |
| Comments: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Problem Solving** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Unpacks problems into manageable parts |  |  |  |  |  |
| Generates multiple potential solutions to problems using relevant and factual information to guide decisions |  |  |  |  |  |
| Identifies new and more effective ways to solve problems |  |  |  |  |  |
| Comments: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Initiative & Self-Direction** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Demonstrates receptiveness to performance feedback and adapts appropriately |  |  |  |  |  |
| Stays calm, clear-headed, and unflappable under stress |  |  |  |  |  |
| Works independently and seeks out information to complete tasks |  |  |  |  |  |
| Comments: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Social Awareness** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Takes responsibility for one’s own actions and does not blame others |  |  |  |  |  |
| Demonstrates awareness of social and ethical situations |  |  |  |  |  |
| Considers the feelings and needs of others when making decisions or performing tasks |  |  |  |  |  |
| Comments: | | | | | |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Planning For Success** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
| Manages time well and does not procrastinate, getting work done on time |  |  |  |  |  |
| Arrives on time and is rarely absent without cause |  |  |  |  |  |
| Comments: | | | | | |

|  |  |  |
| --- | --- | --- |
| **Hireability** | **Yes** | **No** |
| I am willing to serve as a reference for future opportunities |  |  |
| Comments: | | |

# Part 2: Position-Specific Skills

**Directions**

List one to three position-specific skills of particular significance in your industry, occupation, workplace, or project that the student was clearly expected to demonstrate during the experience. Examples could include programming, coding, accounting, or project management. Please do not repeat the skills already assessed. This is **optional**.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Skill** | **Strongly Disagree** | **Disagree** | **Neutral** | **Agree** | **Strongly Agree** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# Part 3: Key strength and opportunity for growth

**Key Strength**: Everyone has at least one. Tell the student about a key strength they demonstrated or leveraged. Keep your answer text message sized.

|  |
| --- |
|  |

**Opportunity for Growth**: Tell the student an area where they can further develop their skills and/or knowledge. Keep your answer text message sized.

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