

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

Employer: \_\_\_\_\_

*The following skills are required for students in this program:*

<p style="text-align: center;"><b><u>Work Attitude</u></b></p> <ul style="list-style-type: none"> <li>• Cooperation</li> <li>• Manners</li> <li>• Interest</li> <li>• Initiative</li> <li>• Self-control</li> </ul>	<ul style="list-style-type: none"> <li>– to be able to work together with people</li> <li>– to show courtesy, respect, honesty</li> <li>– to display eagerness to learn</li> <li>– to be able to apply oneself to assigned work</li> <li>– to react to advice and criticism</li> <li>– to show willingness to follow directions</li> </ul>
<p style="text-align: center;"><b><u>Personal Qualities</u></b></p> <ul style="list-style-type: none"> <li>• Appearance</li> <li>• Characteristics</li> </ul>	<ul style="list-style-type: none"> <li>– to be neat and show concern about personal care</li> <li>– to be aggressive and enthusiastic about the job</li> <li>– to show good judgment</li> <li>– to display mental alertness</li> </ul>
<p style="text-align: center;"><b><u>Work Performance</u></b></p> <ul style="list-style-type: none"> <li>• Job knowledge</li> <li>• Communication</li>   <li>• Dependability</li> <li>• Adaptability</li> <li>• Production</li>   <li>• Vocational skills</li>   <li>• Reliability</li> </ul>	<ul style="list-style-type: none"> <li>– to understand and know work requirements</li> <li>– to be able to communicate orally</li> <li>– to demonstrate ability in written communication</li> <li>– to learn vocabulary related to the job</li> <li>– to be able to complete job with supervision</li> <li>– to show capacity to adjust to new problems</li> <li>– to be able to meet employer’s work standards</li> <li>– to be able to meet employer’s quantity of work</li> <li>– to be able to properly use tools and equipment</li> <li>– to be able to correctly select and care for materials</li> <li>– to demonstrate safety habits</li> <li>– to regularly attend and report to work</li> <li>– to be punctual and report for work on time</li> <li>– to show ability in the following directions</li> </ul>

*Other skills that the student will need to demonstrate or learn, specific to this job:*

<b>Skills</b>	<b>The students should be able to...</b>
Tools and equipment	
Safety	
Procedures, practices and/or services	
Personal management	
Team work and leadership	
Responsibility	
Any other required skills	

**Signatures:**

 \_\_\_\_\_  
 Employer

 \_\_\_\_\_  
 Student

 \_\_\_\_\_  
 PWPSD Off-Campus Coordinator