

Student: _____ Employer: _____

The following skills are required for students in this program:

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

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

| Skills | The students should be able to... |
|---------------------------------------|-----------------------------------|
| 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