

# Employability Skills

Learner's Name: Randall Wallace

		EVIDENCE
<b>Time Management</b>	1. Schedule time to meet task/project deadlines	teams training/company report.
	2. Select appropriate human/material resources	First/NRC, Alloy Project
	3. Prioritize work	First/NRC, Packaging Project, Alloy
	4. Coordinate several tasks simultaneously	teams training/company report.
<b>Problem Solving</b>	1. Identify and define problems/issues	teams training/company report.
	2. Generate & select from alternative strategies to solve problems	Packaging Project
	3. Consider the consequences of actions	teams training/company report.
	4. Make informed decisions	teams training/company report.
<b>Responsibility</b>	1. Display punctuality and regular attendance	teams training/company report.
	2. Complete tasks on time and meet deadlines	teams training/company report.
	3. Take care of materials & equipment	teams training/company report.
	respect the property of others	teams training/company report.
<b>Self Confidence</b>	1. Display confidence in self and work	First/NRC
	2. Demonstrate initiative	teams training/company report.
	3. Assess/evaluate criticism	First/NRC
<b>Self Management</b>	1. Exhibit self control	teams training/company report.
	2. Work without close supervision	teams training/company report.
	3. Evaluate and monitor personal performance	First/NRC, Alloy Project
	4. Be willing to put out extra effort, as required	teams training/company report.
	5. Exhibit good work ethic	teams training/company report.
<b>Integrity</b>	1. Exhibit trustworthy behavior	teams training/company report.
	2. Respect rights and property of others	First/NRC
<b>Career Planning</b>	1. Updated resume	
	2. Business cover letter	teams training/company report.
	3. Recommendation letters/references	teams training/company report.
	4. Determine personal strengths and weaknesses	teams training/company report.
	5. Set realistic goals and plan to achieve them	First/NRC
	6. Career Searching/Planning	
<b>Experience and Achievements</b> <small>(see Industry Experience charts attached)</small>	1. Mentor	
	2. Job Shadowing	
	3. Company Tours	
	4. Special Projects	
	5. Internship	
	6. Awards/Certificates/Recognition	

Project

