



21st Century Workplace Readiness Skills

Student's Name (First & Last):

School Year:

21st Century Workplace Readiness

Skill	What it may look like? Scoring (+ or -)	Current Level (+ or -)	How can I support? Additional Notes
Work ethic	Missed or late for no more than 5 per year Takes direction from others Accomplishes task at hand Accepts assigned responsibilities with positive attitude		
Integrity	Abides by home and school rules or policies Demonstrates honesty and reliability Takes personal responsibility for his/her actions		
Teamwork	Contributes to the success of the team Assists others Requests help when needed		
Self-representation	Dresses appropriately and selects own clothes Maintains appropriate hygiene standards Displays manners and language suitable for the classroom and workplace		
Diversity	Works well with peers and teachers Displays the qualities of helpfulness and courtesy Displays qualities of helpfulness by being gentle, watching others for cues, and asking others about their needs		
Conflict resolution	Reacts appropriately to constructive criticism (doesn't argue or complain) Negotiates solutions to interpersonal and classroom issues		
Creativity and resourcefulness	Contributes new ideas Identifies contributions others make to projects		
Communication	Makes needs known Uses clear and effective communication		
Reading and writing skills for employment	Practices reading and writing to highest level in school, home, and community (especially related to functional skills)		

Skill	What it may look like? Scoring (+ or -)	Current Level (+ or -)	How can I support? Additional Notes
Problem Solving	Identifies problems Identifies possible solutions or choices Makes judgments & decisions to solve problems		
Health and safety	Given choices, selects health-enhancing choices Follows safety guidelines Identifies safe and dangerous work situations in school, home, and community		
Organization	Identifies how organizational system of family works Identifies “big picture” issues or reasons for organizations such as schools or businesses		
Career and Technical Education	Participates in career and technical education classes with peers		
Work experience	Participates in classroom-based jobs Participates in school-based jobs Completes chores at home Completes chores for others outside of home Participates in volunteer work Participates in paid employment		
Time and resource management	Responsible for own school materials Responsible for cleaning and maintaining own room on a weekly basis Organizes materials for tasks in the home		
Math skills for employment	Practices math skills to highest level in school, home, and community		
Customer service	Provides information to others when asked		
Technology	Uses technology across environments Accesses the internet independently Practices internet safety		