

Student: _____ Employer: _____

The following skills are required for students in this program:

<u>Work Attitude</u> <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
<u>Personal Qualities</u> <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
<u>Work Performance</u> <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