



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

PWSD Off-campus Coordinator