



Every Student Needs A Skill

500 WILCO BOULEVARD · ROMEOVILLE, IL 60446

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Work-Based Learning Essential Employability Skills List

Objective: These are universal standards at any workplace setting. Remembering that WBL is a continuous process model, a rubric similar to the one below can be used to assess the student on the development of Essential Skills and allows instructors to provide a grade for the student worker. Assessment of these skills can be difficult and can lead to longer conversations with the student worker on how they can improve their employability skills. These conversations can happen at the WBL or in a quieter setting where personal issues can be addressed. [Cross-Sector Essential Employability Skills](#)

Essential Employability Skills	1 Unsatisfactory	2 Poor	3 Average	4 Good	5 Excellent
Teamwork and Conflict Resolution	Does not work well in a team setting at all	Struggles working with teams, partners, or other tasks that include people	Attempts to do their best to work with others, but sometimes doesn't do their part	Works well with others with minor issues depending on the work	Works well with teammates and offers ways to address conflict resolution with other team members
Communication	Does not communicate well with others	Struggles with both written and verbal communication	May struggle with either written or verbal communication, but has clear goals to improve	May make minor mistakes in communication	Uses written and verbal communication skills effectively and efficiently
Problem Solving	Doesn't finish problem on a regular basis	Rarely attempts problems	Attempts to solve the problem, but doesn't ask for help	Accomplishes most problems	Is independent enough to accomplish problems by them self
Decision Making	May risk their own safety at times and needs to address decision making processes	Makes questionable decisions at times depending on the circumstance	Makes decisions that could be considered questionable or that doesn't follow company protocols	Makes decisions sometimes based on wrong information	Makes decisions based on the best available information and data
Critical Thinking	Doesn't speak up at all to challenge conventional thoughts	Doesn't use data or the information to make proper proper decisions or ask questions	Uses logic at times that is flawed or not based on sound data	Uses logic and science, but often does not question processes	Uses scientific and socratic logic to make decisions combined with data. (Questions conventional thought to innovate)
Adaptability and Flexibility	Does not adapt to any change	Feels uncomfortable adapting to situations	Adapts minimally and does their best to accommodate change	Adapts to changes when needed and is able to perform at an acceptable level	Is able to take on other work or change roles when asked to
Initiative and Self Drive	Takes no initiative at all and may blame others for lack of work success	Is consistently told they need to take initiative on projects	Has cell phone out, is often distracted at times	Most of the time stays motivated but may need to be told to stay on task	Is self motivated and able to accomplish tasks on a timely and regular basis
Reliability and Accountability	Absent Often/Rarely on time	Rarely on time/absent at important times	Punctuality and absenteeism in line with average workers	May be late or absent at times, but communicates beforehand	Never absent or late
Cultural Competence	Either doesn't try to get to know various types of people or doesn't work to improve understanding of various social, ethnic, racial or performance groups	Tries to learn about cultural issues impacting work, but does not always act on this in the most appropriate fashion	Is learning about the various types of people and is making gains	Understands barriers of people and willing to do their best to learn more about various types of people	Students cultural competence far exceeds students in similar settings and places them as a leader
Planning and Organizing	No planning or follow through in addressing daily or weekly tasks or goals	Planning was an "after fact" when things didn't go well or unsuccessful	Planning and organization allowed for general success at work	Planning and organization accomplished work on time and to a positive work environment and success	Planning and organization led to exemplary successes that made the student stand out as a leader



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Purpose: Initial attempts at each essential skill can be observed, initialed, and dated by any experienced staff member at WBL Site but the WBL Site Coordinator must witness, date, and initial demonstration of mastery of each skill as listed.

WBL Site

Student Worker (print)

WBL Site Coordinator (print)

Skill	1st attempt	2nd attempt	Mastery
Working with Others			
Teamwork & Conflict Resolution Student uses their understanding of working cooperatively with others to complete work assignments and achieve mutual goals.			
Communication: Verbal Student can use their understanding of English grammar and public speaking, listening, and responding, to convey an idea, express information, and be understood by others.			
Communication: Written Student can use their understanding of standard business English to ensure that written work is clear, direct, courteous, and grammatically correct.			
Communication: Digital Student can use their understanding of email, keyboarding, word processing, and digital media to convey work that is clear, direct, courteous, and grammatically correct.			



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Skill	1st attempt	2nd attempt	Mastery
Adaptability & Flexibility Student can use their understanding of workplace change and variety to be open to new ideas and handle ambiguity.			
Cultural Competence Student can use their understanding of diversity and inclusion to communicate and work effectively across a multitude of abilities, cultures, and backgrounds.			
Thought Process			
Problem Solving Student can use their critical thinking skills to generate and evaluate solutions as they relate to the needs of the team, customer, and company.			
Decision Making Student can use their understanding of problem solving to implement and communicate solutions.			
Critical Thinking Student can use their understanding of logic and reasoning to analyze and address problems.			
Self-Regulation			
Initiative & Self-Drive Student can use their understanding of goal setting and personal impact to achieve professional goals and understand personal impact.			
Reliability & Accountability Student can use their understanding of commitment, time management, and follow through to ensure that a professional team functions properly and meets collective goals.			



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Planning & Organizing Student can use their understanding of time management to plan effectively and accomplish assigned tasks.			
Entrepreneurial Skills- <i>Optional Based on Experience</i>			
Principles of Entrepreneurship Student can apply their understanding of the process and characteristics of business development and promotion in order to apply strategies of innovation to personal and professional business pursuits.			
Innovation & Invention Student can use their understanding of idea generation, design thinking, product and business development in order to introduce and process new and effective ideas.			
Growth Mindset Student can use their understanding of learning from challenges, set-backs, and failure in order to adapt strategies and continue efforts to achieve personal goals			
Reflection Notes			