STATE COLLEGE OF FLORIDA
MANATEE - SARASOTA

Employability Skill Assessment for Work-Based Learning

Student Name:	

This employability skill assessment for work-based learning opportunities can be used in multiple ways:

1. By the student to self-assess
2. By the supervisor at the beginning of a work-based learning opportunity to set a baseline score and provide constructive feedback
3. At the end of a work-based learning opportunity as a part of the student's final assessment

Rate the student objectively based on observed behaviors. Give feedback that can help the student identify both strengths and areas of potential growth.

The below criteria are based off the Office of Career, Technical, and Adult Education (OCTAE), U.S. Department of Education's "Employability Skills Framework." See OCTAE website for more details and resources.

Assessment Scale
- **N/A – Not Applicable:** The work-based learning opportunity provided no opportunity to observe this type of skill.
- **1 – Performance Improvement Needed:** Great opportunity for learning. The student needs to have a strategy to improve this skill.
- **2 – Developing:** Good opportunity for learning. Student is learning to address challenges related to this skill; additional opportunity needed to develop this skill.
- **3 – Competent:** Student demonstrates this skill; student is aware of the importance of this skill.
- **4 – Proficient:** Student consistently demonstrates this skill; exceeds expectations, showing initiative to learn about, enhance and/or apply this skill.
- **5 – Advanced:** Student exceeds expectations, showing initiative to apply and extend this skill.

	Employability Skills	**Score (1 5)**	**Feedback (please provide specific examples of work performed)**
Applied Knowledge	**Applied Academic Skills** (as applicable) • Reading skills • Writing skills • Math strategies/procedures • Scientific principles/procedures	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Critical Thinking Skills • Thinks creatively • Thinks critically • Thinks analytically • Makes appropriate decisions • Solves problems creatively • Plans/organizes	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	

Employability Skills		Score (1-5)	Feedback (please provide specific examples of work performed)
Effective Relationships	**Interpersonal Skills** • Understands teamwork and works well with others • Responds to customers' needs • Exercises leadership • Negotiates to resolve conflict • Respects individual differences	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Personal Qualities • Demonstrates responsibility and self-discipline • Adapts and shows flexibility • Works independently • Demonstrates a willingness to learn • Demonstrates integrity • Demonstrates professionalism • Takes initiative • Displays a positive attitude and sense of self-worth • Takes responsibility for professional growth	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
Workplace Skills	**Resource Management** • Manages time • Manages money (if applicable) • Manages resources • Manages personnel (if applicable)	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Information Use • Locates information • Organizes information • Uses information • Analyzes information • Communicates information	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Communication Skills • Communicates verbally • Listens actively • Comprehends written material • Conveys information in writing • Observes carefully	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Systems Thinking • Understands and uses systems • Monitors systems • Improves systems	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	

	Employability Skills	Score (1-5)	Feedback (please provide specific examples of work performed)
Field Specific Technical Skills	**Technology Use** • Understands and uses technology	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Technical skills (practical abilities that help the firm function in the industry where the internship is taking place) • **Technical Skill 1:** ＿＿＿＿＿＿＿＿＿＿＿＿＿ • **Technical Skill 2:** ＿＿＿＿＿＿＿＿＿＿＿＿＿ • **Technical Skill 3:** ＿＿＿＿＿＿＿＿＿＿＿＿＿	☐N/A ☐1 ☐2 ☐3 ☐4 ☐5	
	Total Employability Skill (Max=50):		

Employer: Sign below and return this form to the student's instructor.

Signature

Employer
Signature:

Date:

Instructor: Once the signed copy is submitted to you, please return this form to Internships@SCF.edu.