



Wisconsin Certificate Program Assessment

The intent of the *Wisconsin Employability Skills Certificate Program* is to recognize a student's mastery of employability skills valued by employers, to help students explore their career interests, and to provide a state credential of student mastery. This program allows:

- students and workers to document their employability skills
- employers to assess the skills they are looking for in quality employees
- educators to customize instruction to help students to acquire skills that today's workplace requires.

Directions for Evaluator or Employer

Thank you for your help in mentoring an entry-level employee at the beginning of their work experiences to become a more effective future employee. Please use the certificate program assessment to rate the employee based on the **3-2-1 scale**. Select the appropriate **work experience environment code or codes** to show where the student has demonstrated the skills or attitudes.

| STUDENT INFORMATION | | |
|--|---|-----------------------------|
| Student/Employee Name | Supervising Teacher | Supervising Teacher's Email |
| School District | School Name and Address: (Street, City, State, and Zip) | |
| School Telephone Area/No. | School Fax Area/No. | |
| Workplace Mentor | Mentor's E-Mail Address | Mentor's Phone |
| Student's Position | Start Date | |
| Work-Based Learning Site (<i>Employer name, street address, city, state, zip code</i>) | | |
| Primary Responsibilities: | | |

Certification: In order to receive a **State Certificate in Employability Skills**, the employee skill rating must be at least 26 points, with a minimum of a "2" rating for each assessed skill standard.

| <p>Rating Scale:</p> <p>3 Exceeds Expectations: Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior</p> <p>2 Meets Expectations: Meets entry-level criteria; requires some supervision; often displays this behavior</p> <p>1 Working to Meet Expectations: Needs improvement; requires much assistance and supervision; rarely displays behavior</p> | <p>Work Experience Environment Code:</p> <p>SB School Based (Supervising Teacher)</p> <p>WB Work Based (Workplace Mentor)</p> <p>CB Community Based or Service Agency Based</p> |
|---|--|
| <p>1. Develops positive relationships with others</p> <p><i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Interacts with others with respect and in a non-judgmental manner • Responds to others in an appropriate and non-offensive manner • Helps co-workers and peers accomplish tasks or goals • Applies problem-solving strategies to improve relations with others • When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation | <p>Choose one here:</p> <p><input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here:</p> <p><input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>2. Communicates effectively with others</p> <p><i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Adjusts the communication approach for the target audience, purpose, and situation to maximize impact • Organizes messages/information in a logical and helpful manner • Speaks clearly and writes legibly • Models behaviors to show active listening • Applies what was read to actual practice • Asks appropriate questions for clarity | <p>Choose one here:</p> <p><input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here:</p> <p><input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>3. Collaborates with Others</p> <p><i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities • Shares responsibility for collaborative work and decisionmaking • Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise • Avoids contributing to unproductive group conflict • Shares information and carries out responsibilities in a timely manner | <p>Choose one here:</p> <p><input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here:</p> <p><input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>4. Maintains composure under pressure</p> <p><i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Uses critical thinking skills to determine the best options or outcomes when faced with a challenging situation • Carries out assigned duties while under pressure • Acts in a respectful, professional, and non-offensive manner while under pressure • Applies stress management techniques to cope under pressure | <p>Choose one here:</p> <p><input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here:</p> <p><input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>5. Demonstrates integrity</p> <p><i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Carries out responsibilities in an ethical, legal, and confidential manner • Responds to situations in a timely manner • Takes personal responsibility to correct problems • Models behaviors that demonstrate self-discipline, reliability, and dependability | <p>Choose one here:</p> <p><input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here:</p> <p><input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>6. Performs quality work</p> <p><i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Carries out written and verbal directions accurately • Completes work efficiently and effectively | |

| | |
|---|--|
| <ul style="list-style-type: none"> • Performs calculations accurately • Conserves resources, supplies, and materials to minimize cost and environmental impact • Uses equipment, technology, and work strategies to improve workflow • Applies problem-solving strategies to improve productivity • Adheres to worksite regulations and practices • Maintains an organized work area | <p>Choose one here: <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here: <input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>7. Provides quality goods or service (internal and external) <i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Shows support for the organizational goals and principles by own personal actions • Displays a respectful and professional image to customers • Displays an enthusiastic attitude and desire to take care of customer needs • Seeks out ways to increase customer satisfaction • Produces goods to workplace specifications | <p>Choose one here: <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here: <input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>8. Shows initiative and self-direction <i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Prioritizes and carries out responsibilities without being told • Responds with enthusiasm and flexibility to handle tasks that need immediate attention • Reflects on any unsatisfactory outcome as an opportunity to learn • Improves personal performance by doing something different or differently • Analyzes how own actions impact the overall organization • Supports own actions with sound reasoning and principles • Balances personal activities to minimize interference with work responsibilities | <p>Choose one here: <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here: <input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Shows flexibility and willingness to learn new skills for various job roles • Uses problem-solving and critical-thinking skills to cope with changing circumstances • Modifies own work behaviors based on feedback, unsatisfactory outcomes, efficiency, and effectiveness • Displays a "can do" attitude | <p>Choose one here: <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here: <input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Follows personal safety requirements • Maintains a safe work environment • Demonstrates professional role in an emergency • Follows security procedures • Maintains confidentiality | <p>Choose one here: <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here: <input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . .</i></p> <ul style="list-style-type: none"> • Applies technology effectively in the workplace • Accesses and evaluates information on the job • Accesses training manuals, websites, or other media related to the job | <p>Choose one here: <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1</p> <p>Choose one or more here: <input type="checkbox"/> WB <input type="checkbox"/> SB <input type="checkbox"/> CB</p> |
| <p>Personal Work Habits and Attitudes Subtotal Student/Employee must earn a subtotal of at least 26 out of a possible 33 for certification.</p> | <p>Total:</p> |



Wisconsin Employability Skills Certificate Program Assessment

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|--------------------|---------------------------------------|
| Date of Evaluation | Grading Period <i>(if applicable)</i> |
| Student/Employee | School |
| Workplace | Position |

| Evaluation Summative Chart | | |
|------------------------------------|-------------------------|----------------------|
| Criteria | Points Necessary | Points Earned |
| Personal Work Habits and Attitudes | 26 | |
| | | |
| Total Points | | |
| On-the-job hours completed | Hours Required | Hours Worked |
| Total Hours Worked | 90 | |

I/We, the undersigned, attest that the information in this document is correct and has been reviewed by all parties collaboratively.

| | | |
|--|-----------|------|
| Signature of Workplace or Community Mentor | Signature | Date |
| Teacher Supervisor | Signature | Date |
| Student/Employee | Signature | Date |