

Demonstration of Essential Skills

<p>Conveying Professionalism</p> <ul style="list-style-type: none"> <input type="checkbox"/> Adapts and shows flexibility <input type="checkbox"/> Demonstrates initiative and resourcefulness <input type="checkbox"/> Demonstrates responsibility and self-discipline <input type="checkbox"/> Identifies and utilizes professional development opportunities <input type="checkbox"/> Interprets and follows workplace regulations, protocol and organizational structure <input type="checkbox"/> Interprets employee handbook, personnel policies, and job manual <input type="checkbox"/> Manages time, money, materials, and personnel <input type="checkbox"/> Takes responsibility for learning and actions <input type="checkbox"/> Understands and uses technology <input type="checkbox"/> Uses reading, writing, and math skills with fluency <input type="checkbox"/> Works to maximize time, effort, and materials 	<p>Thinking Critically and Solving Problems</p> <ul style="list-style-type: none"> <input type="checkbox"/> Advocates and influences on behalf of common goals and needs <input type="checkbox"/> Assesses skills, workplace assignments, and performance for efficiency <input type="checkbox"/> Identifies needs and sets learning goals <input type="checkbox"/> Identifies organizational goals and priorities, and factors that affect operation <input type="checkbox"/> Identifies sources of information and assistance <input type="checkbox"/> Observes carefully <input type="checkbox"/> Plans and organizes information <input type="checkbox"/> Reasons and solves problems <input type="checkbox"/> Reflects and evaluates performance and outcomes <input type="checkbox"/> Thinks creatively and critically <input type="checkbox"/> Understands, monitors, improves, and uses systems
<p>Promoting Teamwork and Collaboration</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cooperates with others and negotiates to resolve conflicts <input type="checkbox"/> Demonstrates a willingness to learn from others and gain information <input type="checkbox"/> Demonstrates leadership skills and guides others <input type="checkbox"/> Makes sound decisions independently and with others <input type="checkbox"/> Resolves conflict and negotiates to reach compromise <input type="checkbox"/> Respects individual differences <input type="checkbox"/> Understand teamwork and work with others 	<p>Communicating Effectively</p> <ul style="list-style-type: none"> <input type="checkbox"/> Communicates clearly in verbal and written formats in interpersonal interactions <input type="checkbox"/> Interprets and writes workplace correspondence <input type="checkbox"/> Listens actively <input type="checkbox"/> Locates, organizes, analyzes, uses, and communicates information

Signature

Title

Date

Student Signature

Date