



## SCHUYLKILL TECHNOLOGY CENTER



# - COOPERATIVE EDUCATION - - CAPSTONE -



Congratulations and welcome to the Cooperative Education (Capstone) and Diversified Occupations programs at STC. You now face new responsibilities and tasks that will challenge you on a daily basis. You will be expected to perform your job at a high level of competence, and also manage other concerns, such as transportation, time management, employee relationships, and related school activities.

“Workforce Assignments” are designed by employers to provide you with realistic issues and concerns, to more effectively assist your transition into the workforce. It is the intent of these regional employers and STC to assist you to achieve the highest possible level of success throughout your career pathway.

### WORKFORCE ASSIGNMENT # 1 Employee Characteristics

Name: \_\_\_\_\_

CTE Program: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_ Due Date: \_\_\_\_\_

## WORKFORCE ASSIGNMENT #1: EMPLOYEE CHARACTERISTICS

**INTRODUCTION:** This assignment was developed by **Sharon Anglo** (PA Schuylkill Career Link Site Administrator), **Michelle Stone** (Youth Career Link Specialist), and **Tim McGinley**, (STC Co-op Coordinator). The **central focus** of this assignment is to illustrate and promote desirable employee characteristics which are vital to all daily employment situations.

**INSTRUCTIONS:** Using your own words, define twenty positive employee characteristic, or relate it to a job situation. If you need help, refer to the "Resources" below:

**RESOURCES:** (1) Workforce websites, (2) Dictionary, and (3) Teacher/class discussions.

1. ATTENDANCE: \_\_\_\_\_

---

---

---

2. PUNCTUALITY: \_\_\_\_\_

---

---

---

3. ATTITUDE: \_\_\_\_\_

---

---

---

4. SINCERE: \_\_\_\_\_

---

---

---

5. INITIATIVE: \_\_\_\_\_

---

---

---

6. COOPERATION: \_\_\_\_\_

---

---

---

**7. RESPONSIBILITY:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**8. EXPERIENCE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. COMPETENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**10. DILLIGENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**11. FLEXIBLE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**12. COURTEOUS:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**13. APPEARANCE:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**14. DISPLAY of LEADERSHIP:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**15. CONFIDENT:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**16. DETAIL ORIENTED:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**17. WILLINGNESS TO LEARN:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**18. ABILITY TO ACCCEPT CRITICISM:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**19. TOLERANCE of DIFFERENCES:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**20. EFFECTIVE COMMUNICATION:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*