



Munster High School

Employability and Service Skills Verification Form

Student Printed Name			
Signature of Student			
Circle Type of Learning Experience	Project Based	Service Based	Work Based
Year of Graduation			
Counselor Name			

SECTION 1: HOURS/POINTS EARNED and ATTENDANCE REQUIREMENT VERIFICATION

Co-Curricular Activity / Course / Work Experiences	Hours Or Points Or Grade Earned	Attendance Requirement Met (Minimum of 75%)	Sponsor/Teacher/ Employer Signature	Date
		Total Hours (Minimum of 8 points)		

SECTION 2: EMPLOYABILITY SKILLS STUDENT REFLECTION ATTACHED

Student reflection must address: (1) the type of learning experience(s) to demonstrate employability skills and (2) evidence the employability skills criteria in your experiences, (3) description of new knowledge gained about self, others, community, global issues. (Reflections should be 2-3 pages)

Return this completed sheet to the Guidance Office by:

SBL Approval Date	Counselor Signature

SECTION 3: SBL CRITERIA REQUIREMENT

(Employability skills criteria must be met and initialed by sponsor/teacher/employer)

	Description	Verify
MINDSETS	<ul style="list-style-type: none"> ● Intellectual Risk Taking - Develops a healthy balance of mental, social/emotional and physical well-being; understands that life-long learning are necessary for long-term career success; willingness to work and learn and continually apply new knowledge ● Appreciation of Diversity - Embraces diverse views and varying perspectives; demonstrates empathy and respect for others ● Self-confidence - Possesses belief in own ability to succeed ● Sense of belonging - Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization ● Career Path - Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path 	
SELF-MANAGEMENT SKILLS	<ul style="list-style-type: none"> ● Pride in Work - Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve ● Self-Discipline - Demonstrates self-discipline and self-control ● Independence - Works independently; creates relationships with mentors and supervisors that support success ● Perseverance - Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks ● Stress Management - Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieve deadlines ● Time Management - Prioritizes and balances school, home, work and community activities ● Adaptability - Manages transitions and adapts to changing situations and responsibilities ● Integrity - Trustworthy, honest and comprehends ethical courses of action ● Professionalism - Uses appropriate judgement; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment; dresses appropriately, speaks politely ● Work Ethic - Punctual with good attendance; does not abuse drugs; maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility 	
LEARNING STRATEGIES	<ul style="list-style-type: none"> ● Written Communication - Applies reading, writing, math and scientific principals and procedures ● Decision Making - Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals ● Initiative - Applies self-motivation and self-direction to learning ● Technology Savvy - Applies existing and emerging media and computer application skills ● Attention to Detail - Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or service ● Organization - Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations ● Information Gathering - Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes and communicates information ● Problem Solving - Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations 	
SOCIAL SKILLS	<ul style="list-style-type: none"> ● Oral Communication - Clearly, effectively and convincingly expresses ideas and messages to others ● Teamwork - Creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills ● Leadership - Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible ● Conflict Management - Negotiates to resolve or mediate conflict; avoids potential or perceived conflict ● Self-Advocacy - Asserts self when necessary 	
WORKPLACE	<ul style="list-style-type: none"> ● Personal Safety - Demonstrates personal safety skills ● Follows Directions - Follows employer established policies and business practices ● Resource Allocation - Identifies, leverages and distributes money and materials effectively and efficiently ● Customer Service - Responds quickly to the needs of customers and achieves customer satisfaction 	



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SECTION 2: STUDENT REFLECTION

ATHLETIC PARTICIPATION/EXTRACURRICULAR ACTIVITY/WORK EXPERIENCE

STUDENT NAME: _____

COHORT: _____

STUDENT SECTION *(Completed **thoughtfully** by student)*

This Section should be typed and print by student

Students are expected to write 2-3 pages for reflection

Students should refer to the Employability and Service Skills Rubric (page 1) when necessary

Reflect on your activity/work experience by responding to the following questions. What lessons have you learned from this activity/work experience? What have you learned about working with others? Did you have leadership opportunities with this activity/work experience? Did this activity/work experience help with your time-management skills? Did you experience diversity within your activity/work experience? What did you learn about your ability to persevere? What did you learn about your own work ethic, professionalism and integrity? Was there an opportunity where you took the initiative to accomplish a goal or task? Did you utilize or improve your organizational skills? Did you engage in problem-solving? How did you negotiate conflict management within your position? Did you apply teamwork to your position?