



Hanover Central High School

Employment Verification Form (form must be completed in pen in its entirety)

Student Name: _____

Cohort: Class of _____

1.) Employer Section

Company/Employer Name: _____

Supervisor's Name: _____

Company/Employer Address: _____

Company/Employer Phone # _____

Date Hired: _____

Is/Was the student in good standing as an employee? YES NO

Does/Did the student exhibit good employability skills? YES NO

Please provide any additional comments about this student (optional): _____

2.) Student Section

Please provide a reflection of your work experience. You must include **at least 5 specific employability skills** with a minimum of **at least 5 sentences per skill** in your reflection. **Reflection must be in paragraph format and typed.** You will also need proof of employment. (ex. Check stubs totaling **40 hours** or more -or- a letter from your employer stating you have worked at least **40 hours**)

Student Signature: _____

Date: _____

Employer Signature: _____

Date: _____



Do *you* Have The Skills Indiana's Employers Are Searching For?

INDIANA EMPLOYERS WANT HIGHLY-SKILLED EMPLOYEES. DEVELOPING THESE **18 Employability Skills** CAN HELP YOU LAND YOUR DREAM JOB!

MINDSETS

Lifelong Learning

DEMONSTRATE WILLINGNESS TO WORK AND LEARN, AND CONTINUALLY APPLY NEW KNOWLEDGE.



Possess **belief** in own ability to succeed and assert self when necessary.



SELF-CONFIDENCE

LEARNING STRATEGIES

Effective COMMUNICATION

Apply skills to clearly, effectively, and convincingly express ideas and messages to others appropriate to the environment.

DECISION-MAKING

Utilize critical thinking skills and perspectives of others to make informed decisions based on options, rewards, risks, limits, and goals.



INITIATIVE

Apply self-motivation and self-direction to work and learning.



Attention to DETAIL

Achieve thoroughness and accuracy when accomplishing a task.



PROBLEM SOLVING

Apply critical and creative thinking skills to resolve problems.



APTITUDE Awareness

Identify and communicate individual interests and skills that align coursework and experiences to potential career paths and to in-demand occupations.



WORK ETHIC

Self-Discipline

Demonstrate **self-control** and behave in accordance to rules with minimal direction.



Successfully carry out expectations with minimal supervision.



INDEPENDENCE

PERSEVERANCE

DEMONSTRATE ENDURANCE AND CAPACITY TO COMPLETE TASKS.



TIME MANAGEMENT & ORGANIZATION

Plan and organize long and short-term goals while understanding how to balance school, home, and community activities.

Manage transitions and adjust to changing situations and responsibilities.



INTEGRITY

ACT IN A TRUSTWORTHY AND HONEST MANNER.



ADAPTABILITY



PROFESSIONALISM

Demonstrate skills and behaviors appropriate for school and work.

SOCIAL & EMOTIONAL SKILLS

Connection

Demonstrate the ability to network with others through social awareness and cultural sensitivity.



REGULATION

Recognize and manage one's emotions.



Collaboration

Work well with others in a team.

