



**Hanover Central High School**

**Community Service Verification Form** (form must be completed in pen in its entirety)

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

Cohort: Class of \_\_\_\_\_

**1.) Organization/Sponsor Section**

Organization/Sponsor Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Organization/Sponsor Address: \_\_\_\_\_

Organization/Sponsor Phone # \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Is/Was the student in good standing with this organization?  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 community service 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.** Service hours must total a minimum of 10 hours to meet Box 2 requirement.

Student Signature: \_\_\_\_\_

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

Supervisor Signature: \_\_\_\_\_

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

**Back Page MUST be filled out also!!!!**





# 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.

