

Workplace Readiness Skills Checklist

The Workplace Readiness Skills Checklist is a convenient way to document each student's mastery of the standards. As students complete a benchmark and eventually master a standard, there is a sense of accomplishment and a willingness to keep working until the course has been completed. The checklist should be maintained in the student's work folder, but the teacher may also want to maintain a copy for his/her records.

WORKPLACE READINESS

Student: _____	ID # _____	Entry Date: _____
Institution: _____		Date Achieved: _____
Site: _____		Instructor(s): _____

PLEASE CHECK CORRESPONDING BOX AS EACH STANDARD IS ACHIEVED.

STANDARD 1

The student identifies ways to plan for employment.

Date: _____ Instructor: _____

Benchmarks:

- 1.1 Identifying reasons people work;
- 1.2 Describing the relationship between jobs, careers, family life, and leisure activities;
- 1.3 Conducting a self-inventory of skills, experience, education, work preferences, abilities, and values using technological and/or traditional resources as they relate to the job market;
- 1.4 Developing a career plan for future career options to include job preferences, training requirements, and tasks/responsibilities;
- 1.5 Understanding the knowledge and skills required for a variety of careers of interest to the student;
- 1.6 Comparing occupations based on entry-level requirements and benefits associated with employment.

STANDARD 2

The student identifies ways to search for a job.

Date: _____ Instructor: _____

Benchmarks:

- 2.1 Locating, selecting, and processing classified ads;
- 2.2 Identifying and locating government and private employment agencies and/or computer-assisted job search programs;
- 2.3 Identifying and locating personal resource materials (for example: birth certificate, diplomas, training certificates, driver's license, social security card);
- 2.4 Understanding the importance of personal/professional networking to obtain job search information;
- 2.5 Developing a portfolio;
- 2.6 Developing a job card file to record specific job leads, requirements, employer names, interview information, and personal notes;
- 2.7 Practicing telephone etiquette when calling an employer for job information.

STANDARD 3

The student understands how to apply for a job and/or applies for a job.

Date: _____ Instructor: _____

Benchmarks:

- 3.1 Describing and giving examples of effective interviewing situations, including prepared questions to ask the interviewer;
- 3.2 Identifying appropriate behavior and attitudes in interview situations;
- 3.3 Demonstrating competence in job interview techniques to include grooming, dress, and verbal/nonverbal communication;
- 3.4 Developing a personal fact sheet to include, but not be limited to, personal references, work history, educational information, and other pertinent data;
- 3.5 Interpreting and completing job applications;
- 3.6 Composing a resume with a cover letter;
- 3.7 Writing a follow-up letter after the interview.

STANDARD 4

The student demonstrates understanding of wages, benefits, taxes, and concepts of employee organizations or identifies resources to assist in this interpretation.

Date: _____ Instructor: _____

Benchmarks:

- 4.1 Interpreting wages, deductions, benefits, and taxes;
- 4.2 Interpreting timekeeping forms, such as timecards/timesheets;
- 4.3 Interpreting pay schedules;
- 4.4 Identifying fringe benefits (for example: employee assistance programs, employee benefit packages, medical insurance, retirement plans, etc.);
- 4.5 Understanding importance of contract and union agreements;
- 4.6 Demonstrating knowledge of employee handbooks, personnel policies, and worker's compensation.

STANDARD 5

- The student understands the importance of safety standards and procedures in the workplace.

Date: _____ Instructor: _____

Benchmarks:

- 5.1 Identifying safety signs found in places of employment training and in public buildings;
- 5.2 Identifying safe work procedures;
- 5.3 Wearing safe work attire;
- 5.4 Understanding the importance of reporting training and job-related hazards, accidents, injuries, and/or damages to the appropriate person(s);
- 5.5 Demonstrating acceptable employee health habits.

STANDARD 6

- The student demonstrates understanding of concepts and materials related to job training, performance, retention, promotion, and changes.

Date: _____ Instructor: _____

Benchmarks:

- 6.1 Discussing realistic career goals;
- 6.2 Identifying positive and negative feelings that affect success at work and elsewhere;
- 6.3 Identifying factors the employer considers when promoting/retaining employees;
- 6.4 Interpreting general work-related vocabulary;
- 6.5 Demonstrating the ability to apply or transfer skills learned in one job situation to another;
- 6.6 Interpreting job-related signs, charts, diagrams, forms, and procedures;
- 6.7 Identifying appropriate computer skills that affect job retention and advancement;
- 6.8 Recognizing job responsibilities;
- 6.9 Interpreting and writing work-related correspondence including notes, memos, and letters;
- 6.10 Reacting appropriately to constructive criticism;
- 6.11 Demonstrating a knowledge of how and when to make job changes or to resign from a job;
- 6.12 Analyzing and solving workplace problems;
- 6.13 Identifying and maintaining appropriate attire and hygiene standards for employment situations;
- 6.14 Listing probable stress factors of various jobs.

STANDARD 7

- The student is made aware of and/or utilizes common workplace technology.

Date: _____ Instructor: _____

Benchmarks:

- 7.1 Identifying common tools, equipment, machines, and materials required for one's job;
- 7.2 Demonstrating simple keyboarding skills;
- 7.3 Demonstrating ability to use a filing system;
- 7.4 Identifying common business machines (for example: fax machine, copy machine, computer);
- 7.5 Demonstrating basic computer skills and use of common software programs, including reading or interpreting computer-generated printouts;
- 7.6 Leaving messages on answering machines;
- 7.7 Demonstrating appropriate use of the telephone in a workplace setting;
- 7.8 Demonstrating awareness of the importance of word processing and computer skills in the workplace.

STANDARD 8

- The student demonstrates ability to effectively utilize common interaction techniques in employment situations.

Date: _____ Instructor: _____

Benchmarks:

- 8.1 Demonstrating ability to work cooperatively with others as a member of a team, to contribute to team efforts, to maximize the strengths of team members, to promote effective group interaction, and to take personal responsibility for accomplishing goals;
- 8.2 Demonstrating effective communication skills in working with customers and clients;
- 8.3 Demonstrating initiative and resourcefulness in meeting the needs and solving the problems of customers;
- 8.4 Demonstrating effective body language and its influence on the observer;
- 8.5 Identifying sexual harassment issues in the workplace;
- 8.6 Identifying and using effective approaches to working within a multicultural workforce, including respecting cultural diversity, avoiding stereotypes, and recognizing concerns of members of other ethnic and gender groups;
- 8.7 Identifying techniques for handling stress and time management problems on the job.

STANDARD 9

THIS STANDARD IS OPTIONAL AS COMPUTER TECHNOLOGY IS NOT PROVIDED FOR EVERY STUDENT. IT IS STRONGLY RECOMMENDED THAT STUDENTS WITH ACCESS TO COMPUTER TECHNOLOGY COMPLETE STANDARD 9. Please Note: THE TEACHER'S RESOURCE GUIDE OFFERS LESSON PLANS ENABLING INSTRUCTORS TO INTRODUCE STUDENTS TO TECHNOLOGY WITHOUT A COMPUTER IN THE CLASSROOM.

- The student utilizes the computer to enhance personal, academic, vocational, and social communication.

Date: _____ Instructor: _____

Benchmarks:

- 9.1 Identifying basic terminology associated with computers;
- 9.2 Identifying the parts of a computer;
- 9.3 Identifying hardware;
- 9.4 Identifying software;
- 9.5 Demonstrating appropriate use and care of computer hardware and software;
- 9.6 Demonstrating the steps necessary to "boot up" a computer system (for example: DOS, Windows, Macintosh);
- 9.7 Utilizing computer directories to locate files;
- 9.8 Identifying the basic components of a computer system;
- 9.9 Understanding utilization possibilities;
- 9.10 Understanding advantages and disadvantages of computers.

LITERACY COMPLETION POINT A

Workplace Readiness Skills Summary Sheet

The summary sheet was developed so that a teacher could see at a glance which students have completed which benchmarks. Rather than referring to each individual student's checklist, the teacher can easily identify and plan activities based on the greatest numbers of students who need a particular benchmark. The summary sheet can be viewed as a master list for the teacher while the checklist can serve as documentation for individual students.

Workplace Certificate

Everyone likes recognition and students who complete the Workplace Readiness Skills Course certainly deserve to be recognized. This certificate can be awarded to students during a recognition or celebration ceremony. For some of our students this may be the first time they have ever been recognized for anything. The certificate can be framed or laminated and should be accompanied by lots of praise and applause!

Workplace Readiness Certificate

This document certifies that

Has satisfactorily completed the
Workplace Readiness Skills Course
as recognized by the Florida Department of Education

Principal

Instructor

Date

Workplace Readiness Skills*

The individual has demonstrated proficiency in the following areas:

- *Working cooperatively with others*
- *Communicating effectively with customers*
- *Identifying safe work procedures*
- *Handling time management problems on the job*
- *Maintaining appropriate attire*
- *Demonstrating keyboarding skills*
- *Analyzing and solving workplace problems*
- *Using a filing system*
- *Working with a multicultural workforce*
- *Using telephone etiquette*
- *Recognizing job responsibilities*
- *Interpreting and writing work-related correspondence*
- *Demonstrating basic computer usage*

• *Workplace Readiness Skills is a State of Florida Department of Education approved course for adult students*

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Worker's Certification Card

The worker's certification card was developed for three purposes:

- As a mini-certificate for students to carry in their wallets
- As an employment tool for students who are applying or interviewing for jobs
- As a marketing tool for adult education programs

As adult education students who are seeking employment come into contact with local businesses, the use of the worker's certification card will prove beneficial. The card indicates to the prospective employer that this candidate has completed a study of the following skills:

- Working cooperatively with others
- Communicating effectively with customers
- Identifying safe work procedures
- Handling time management problems on the job
- Maintaining appropriate attire
- Demonstrating keyboarding skills
- Analyzing and solving workplace problems
- Using a filing system
- Working with a multicultural workforce
- Using proper telephone etiquette

These are exactly the skills that most employers are looking for in an employee. As more adult education students enter the local workforce with certification of their workplace skills, the viability of adult education programs is enhanced. It is a win-win-win situation for the student, adult education, and the employer.

SAMPLE CARD - Fold over - left side is front and back / right side is inside

<p>Skills mastered include:</p> <ul style="list-style-type: none">• Demonstrate keyboarding skills• Analyze and solve workplace problems• Use a filing system• Work with a multicultural workforce• Use proper telephone etiquette• Work cooperatively with others• Communicate effectively with customers• Identify safe work procedures• Handle time management problems on the job• Maintain appropriate attire	<p>Workplace Readiness Standards</p> <p>The student has completed study of the following:</p> <ul style="list-style-type: none">• ways to plan for employment• ways to search for a job• how to apply for a job• wages, taxes and employee organizations• safety standards and procedures in the workplace• job training performances, retention, promotions, and changes• common workplace technology• common interaction techniques in employment situations• basic computer usage
<p>Worker Certification</p> <p>Issued to _____</p> <p>for completion of Florida's Workplace Readiness Skills Course on _____</p> <p>LOGO _____</p> <p>Principal</p>	