

Name: _____ Date: _____

Career Portfolio

Directions: Evaluate the student, using the rating scale on the right. Circle the appropriate number to indicate the degree of competency. The rating for each of the tasks should reflect job readiness rather than the grade given in the class.

EMPLOYABILITY SKILLS (Competencies that will enable the individual to obtain and retain a job)

The student can:	SCALE
1. Establish realistic career goals/choices	N 1 2 3 4
2. Display a positive attitude toward work (work ethic)	N 1 2 3 4
3. Demonstrate a good record of attendance	N 1 2 3 4
4. Display punctuality at school, work, and following breaks	N 1 2 3 4
5. Display a pride in work	N 1 2 3 4
6. Demonstrate honesty	N 1 2 3 4
7. Demonstrate dependability	N 1 2 3 4
8. Observe and follow classroom/work rules and regulations	N 1 2 3 4
9. Display initiative (e.g., begin work without being asked, assume additional responsibility, help others voluntarily)	N 1 2 3 4
10. Work at a consistent pace	N 1 2 3 4
11. Manage time appropriately	N 1 2 3 4
12. Demonstrate work stability (remains on the job/task until completed)	N 1 2 3 4
13. Work effectively under pressure or within time limits	N 1 2 3 4
14. Keep work area clean	N 1 2 3 4
15. Display respect for other people	N 1 2 3 4
16. Show respect for property of others	N 1 2 3 4
17. Seek help when needed	N 1 2 3 4
18. React appropriately to constructive criticism	N 1 2 3 4
19. Accept praise appropriately	N 1 2 3 4
20. Assume responsibility for own actions/behaviors	N 1 2 3 4
21. Demonstrate appropriate reactions to own mistakes (e.g., acceptance, correction)	N 1 2 3 4
22. Demonstrate appropriate problem-solving skills (e.g., identify problem, list possible solutions, select a solution, evaluate results)	N 1 2 3 4
23. Demonstrate willingness to learn new skills/information	N 1 2 3 4
24. Demonstrate adaptability to changing situations	N 1 2 3 4
25. Follow safety regulations	N 1 2 3 4
26. Respond appropriately to classroom and/or job related emergencies	N 1 2 3 4
27. Practice good hygiene/grooming	N 1 2 3 4
28. Dress appropriately for work/specific job	N 1 2 3 4
29. Correctly complete a job application	N 1 2 3 4
30. Demonstrate appropriate job interviewing skills	N 1 2 3 4
31. Demonstrate the ability to complete a job resumé	N 1 2 3 4

Source: "Transition Planning: Developing a Career Portfolio for Students with Disabilities," by M. Sarkees-Wircenski and J. L. Wircenski, 1994, *Career Development for Exceptional Individuals*, 17(2), p. 208. Copyright 1994 by Division on Career Development and Transition, the Council for Exceptional Children. Reprinted with permission.