

Candidate Name: _____

Using the Employability Skills Framework Checklist below, indicate with an “X” which skill components you have developed or improved through participation in each of the three activity categories. Not all activities may align with an employability skill component. Only mark an “X” if you could document this skill if asked.

For each of the three Employability Skills Framework areas, provide an explanation of how your participation in the marked activities have improved the identified skills.

EMPLOYABILITY SKILL FRAMEWORK CHECKLIST

Employability Skills Framework Components		FCCLA Leadership Activities	School Leadership Activities	Personal/Family/Community Leadership Activities
Applied Knowledge	Applied Academic Skills	Reading skills		
		Writing skills		
		Math strategies/procedures		
		Scientific principles/procedures		
	Critical Thinking Skills	Thinks creatively		
		Thinks critically		
		Makes sound decisions		
		Solves problems		
		Reasons		
		Plans/organizes		
In what ways did your activity participation improve your Applied Knowledge Skills?				

EMPLOYABILITY SKILL FRAMEWORK CHECKLIST *(continued)*

Effective Relationships	Interpersonal Skills	Understands teamwork and works with others			
		Responds to customer needs			
		Exercises leadership			
		Negotiates to resolve conflict			
	Personal Qualities	Demonstrates responsibility and self-discipline			
		Adapts and shows flexibility			
		Works independently			
		Demonstrates a willingness to learn			
		Demonstrated integrity			
		Demonstrates professionalism			
		Takes initiative			
		Displays a positive attitude and sense of self worth			
	Takes responsibility for professional growth				
In what ways did your activity participation improve your Effective Relationships Skills?					

Workplace Skills	Resource Management	Manages time			
		Manages money			
		Manages resources			
		Manages personnel			
	Information Use	Locates			
		Organizes			
		Uses			
		Analyzes			
	Communication Skills	Communicates verbally			
		Listens actively			
		Comprehends written material			
		Conveys information in writing			
	Systems Thinking	Observes carefully			
		Understands and uses systems			
		Monitors systems			
	Technology Use	Improves systems			
Understands and uses technology					
In what ways did your activity participation improve your Workplace Skills?					