

Job Ready Skills Record

Weeks 1 & 2

Name: _____

Self-Motivation

- Work independently
- Work without help
- Suggest new ideas

Evidence:

Organizational

- Plan work & meet deadlines
- Organize an event or project
- Create study plan

Evidence:

Meet Deadlines

- Finish classwork & homework
- Revise your work
- Ask for help

Evidence:

Leadership

- Be a team leader
- Talk to teacher about class issues
- Guide your team

Evidence:

Collaboration

- Do a group presentation
- Work well in a team
- Tell strengths to your team

Evidence:

IT Skills

- Learn new IT skills
- Use a new platform
- Be creative with IT

Evidence:



Instructor's Comments: _____

