

NorthWood High School

2101 North Main Street, Nappanee, Indiana 46550
574.773.4127 F: 574.773.4099

COUNSELING DEPARTMENT
Wa-Nee Community School Corporation

EMPLOYMENT VERIFICATION FORM

Student Name: _____

Graduation Year: _____

① EMPLOYER SECTION

Company/Employer Name: _____

Supervisors Name: _____

Company/Employer's Address: _____

Company/Employer's Phone Number or Email: _____

Date Hired: _____

Has the employee worked at least 100 hours for this company? YES NO

Is/Was the student in good standing as an employee? YES NO

Does/Did the student exhibit good employability skills? YES NO

- See reverse for more information about employability skills

Please provide any additional comments about this student (Optional): _____

② STUDENT SECTION

Please provide a reflection of your work experience. Include how your work experience has allowed you to demonstrate employability skills and any lessons you have learned from this work experience. See reverse side of this sheet for more information about employability skills.

Supervisor Printed Name

Supervisor Signature

Date



MINDSETS

Intellectual Risk Taking - Develops a healthy balance of mental, social/emotional and physical well-being; understands that life-long learning are necessary for long-term career success; willingness to work and learn and continually apply new knowledge

Appreciation of Diversity - Embraces diverse views and varying perspectives; demonstrates empathy and respect for others

Self-confidence - Possesses belief in own ability to succeed

Sense of belonging - Demonstrates a sense of belonging in the job environment; demonstrates commitment to an organization

Career Path - Relates interest, aptitude and abilities to appropriate in-demand occupations in order to select career path

SELF-MANAGEMENT SKILLS

Pride in Work - Assumes responsibility, takes personal ownership of performance quality; understands short-comings and sets goals to improve

Self-Discipline - Demonstrates self-discipline and self-control

Independence - Works independently; creates relationships with mentors and supervisors that support success

Perseverance - Delays immediate gratification for long-term rewards; demonstrates endurance, follow-through and capacity to complete tasks

Stress Management - Overcomes barriers to learning in the workplace; demonstrates effective coping skills when faced with a problem; performs under pressure and achieve deadlines

Time Management - Prioritizes and balances school, home, work and community activities

Adaptability - Manages transitions and adapts to changing situations and responsibilities

Integrity - Trustworthy, honest and comprehends ethical courses of action

Professionalism - Uses appropriate judgement; demonstrates empathy and respect for others, demonstrates social maturity and behaviors appropriate to the situation and environment; dresses appropriately, speaks politely

Work Ethic - Punctual with good attendance; does not abuse drugs; maintains appropriate hygiene and attire; demonstrates ethical decision-making and social responsibility

LEARNING STRATEGIES

Written Communication - Applies reading, writing, math and scientific principals and procedures

Decision Making - Utilizes critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals

Initiative - Applies self-motivation and self-direction to learning

Technology Savvy - Applies existing and emerging media and computer application skills

Attention to Detail - Demonstrates high-quality work by reviewing the detailed aspects of work process and end products or service

Organization - Plans and organizes long and short term academic, career and social/emotional goals; balances all types of workplace and personal situations

Information Gathering - Observes and gathers evidence and considers multiple perspectives to make informed decisions; locates, organizes, analyzes and communicates information

Problem Solving - Applies critical thinking skills to complex problems; evaluates causes, problems, patterns or issues and explores workable and innovative solutions to improve situations

SOCIAL SKILLS

Oral Communication - Clearly, effectively and convincingly expresses ideas and messages to others

Teamwork - Creates positive and responsive relationships with peers, colleagues and customers; uses effective collaboration and cooperation skills

Leadership - Guides, supports and encourages groups of diverse teams; sharing knowledge and skills when possible

Conflict Management - Negotiates to resolve or mediate conflict; avoids potential or perceived conflict

Self-Advocacy - Asserts self when necessary

WORKPLACE SKILLS

Personal Safety - Demonstrates personal safety skills

Follows Directions - Follows employer established policies and business practices

Resource Allocation - Identifies, leverages and distributes money and materials effectively and efficiently

Customer Service - Responds quickly to the needs of customers and achieves customer satisfaction