

What Are The Personal Skills Employers Are Looking For?



Student: _____

Instructions: Use this handout to create your own notes for this topic. The five areas are identified in the table below; it is your responsibility to make your own notes in the space provided so that you will have a better understanding of their meaning. You will also need to provide a brief reflection on how you have demonstrated this skill in school, community, or work, and a reflection on the areas where you feel you need to improve.

My notes related to the skill	My reflection on how I have demonstrated this skill in school, community, or work	My reflection about the skill I may need to improve
Demonstrate Positive Attitudes & Behaviours		
Be Responsible		

Be Adaptable		
Learn Continuously		
Work Safely		

Personal Management and Reflection Rubric

Categories	Level 1 (50 - 59%)	Level 2 (60 - 69%)	Level 3 (70 - 79%)	Level 4 (80 - 100%)
Knowledge and Understanding Understands relationships between concepts related to the portfolio items and reflection /5	Demonstrates limited understanding of relationships between concepts	Demonstrates some understanding of relationships between concepts	Demonstrates considerable understanding relationships between concepts	Demonstrates thorough understanding of relationships between concepts
Thinking Use of critical and creative thinking skills to reflect. /5	Uses critical and creative thinking skills to reflect with limited effectiveness	Uses critical and creative thinking skills to reflect with some effectiveness	Uses critical and creative thinking skills to reflect with considerable effectiveness	Uses critical and creative thinking skills to reflect with a high degree of effectiveness
Application Transfer ideas to new contexts /5	Transfers ideas and skills to a new context with limited effectiveness	Transfers ideas and skills to a new context with some effectiveness	Transfers ideas and skills to a new context with considerable effectiveness	Transfers ideas and skills to a new context with a high degree of effectiveness
Communication Communication of information, ideas and experiences /5	Communicates information, ideas, and experiences with limited effectiveness	Communicates information, ideas, and experiences with some effectiveness	Communicates information, ideas, and experiences with considerable effectiveness	Communicates information, ideas, and experiences with a high degree of effectiveness

Comments: