

# My Employability Skills Log

**Directions:**

Use the chart below to record evidence of skills you can use in a variety of work situations. Log evidence and achievements of the two transferable skills listed in the chart and at least two additional skills of your choice. Use the far right column to list ways you can develop each skill to increase your marketability in the workplace. A sample is provided for you.

<b>Skill</b> What skills can you apply in a variety of work settings?	<b>Evidence</b> How do you show evidence of your skill ability? List specific examples. Consider both paid and nonpaid experiences.	<b>Achievement</b> What have you achieved because of your skill? List any recognition or accomplishments that are a result of your skill ability.	<b>Development</b> What can you do to develop your skill? Identify what you have done or what you plan to do to develop the skill.
Leadership [sample]	<ul style="list-style-type: none"> <li>• <i>Worked with two teammates to organize the track banquet</i></li> <li>• <i>Section leader for jazz band—responsible for carrying out directives from band director</i></li> <li>• <i>Train new cashiers at grocery store</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Received Captain's Award for track</i></li> <li>• <i>Eight of the nine cashiers I have trained are still employed and meet performance expectations</i></li> </ul>	<ul style="list-style-type: none"> <li>• <i>Registered to attend the Regional High School Leadership Conference next month</i></li> <li>• <i>Reading <u>Seven Habits of Highly Effective People</u></i></li> </ul>
Communication			
Teamwork			