

Skills Interview Guide for Students

Use the following skills list to write interview questions about responsibilities at the workplace and the specific activities that will help you learn and demonstrate those skills. You can complete this document as you ask questions or after the interview. Suggested questions and language for speaking with the employer is provided in *italics*.

General responsibilities/job description: *(What job title will I have and what do you see as my primary responsibilities?)*

EMPLOYABILITY SKILLS:

*During the WBL experience, students should have the opportunity to develop critical employability skills. The list of skills we are targeting in Tennessee is based on nationally recognized resources and conversations with Tennessee employers. Please describe the tasks and activities you can provide to help me learn and demonstrate these skills. I will earn high school credit by documenting my skill development in a portfolio that I can take and use for future opportunities. **(NOTE: Make sure the employer has the Employability Skills list or reviews the list before starting.)***

Employability Skills:	Workplace Activities or Tasks:
<p>Application of Academic and Technical Knowledge and Skills</p> <p><input type="checkbox"/> LITERACY: Read and comprehend relevant academic and technical texts</p> <p><input type="checkbox"/> MATH: Select and apply relevant mathematical concepts to solve problems and perform expected tasks</p> <p><input type="checkbox"/> INDUSTRY-SPECIFIC TECHNICAL SKILLS: Demonstrate industry-specific technical skills</p> <p><input type="checkbox"/> INDUSTRY-SPECIFIC SAFETY SKILLS: Demonstrate adherence to industry-specific safety regulations</p>	<ul style="list-style-type: none"> •
<p>Career Knowledge and Navigation Skills</p> <p><input type="checkbox"/> UNDERSTANDING CAREER PATHS: Plan and navigate education and career paths aligned with personal goals</p> <p><input type="checkbox"/> PLANNING: Develop and implement a personalized student learning plan</p> <p><input type="checkbox"/> REFLECTION: Reflect on experiences through creation of a personal portfolio</p>	<ul style="list-style-type: none"> •

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Employability Skills:	Workplace Activities or Tasks:
<p>21st Century Learning and Innovation Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> CREATIVITY AND INNOVATION: Think creatively, Work creatively with others, Implement innovations <input type="checkbox"/> CRITICAL THINKING & PROBLEM SOLVING: Reason effectively, Make judgments and decisions, Solve problems <input type="checkbox"/> COMMUNICATION: Oral and written communication skills appropriate to the context, Listen effectively <input type="checkbox"/> COLLABORATION: Exercise flexibility and willingness, Assume shared responsibility, Work with diverse teams <input type="checkbox"/> INFORMATION LITERACY: Access and evaluate Information, Manage information accurately and ethically <input type="checkbox"/> ICT (Information, Communications and Technology) <input type="checkbox"/> LITERACY: Use technology effectively and appropriately 	<ul style="list-style-type: none"> •
<p>Personal and Social Skills</p> <ul style="list-style-type: none"> <input type="checkbox"/> INITIATIVE: Work independently; demonstrate agency, curiosity, and the ability to learn <input type="checkbox"/> PROFESSIONALISM, ETHICS, AND INTERPERSONAL SKILLS: Demonstrate reliability, integrity, responsibility, proper etiquette, and ethical behavior <input type="checkbox"/> CULTURAL AND GLOBAL COMPETENCE: Exhibit interpersonal and social skills that are respectful of cultural differences <input type="checkbox"/> ADAPTABILITY AND FLEXIBILITY: Adapt flexibly to roles and responsibilities; work effectively with ambiguity; change course as needed <input type="checkbox"/> PRODUCTIVITY: Set goals and priorities and manage time and projects; exhibit punctuality, persistence, and precision and accuracy; complete projects to agreed-upon standards 	<ul style="list-style-type: none"> •

Safety trainings recommended: *(What safety trainings would you recommend or require for me to meet the job responsibilities described above?)*
