

**Using the Employability Skills Checklist to Facilitate Student Learning**

1. Provide the Employability Skills Checklist.
2. Have students read the Employability Skills Checklist, and think about recent experiences at school or work in which they have used one or more of the skills in the list. Did they solve a problem, resolve a conflict, or learn a new technology application?
3. Have students write a description of the experience and identify any products or documents they might have (or be able to get) that provide evidence of their performance of the identified skills in these experiences.
4. Have students share their experience and documentation with others and find specific ways the experience demonstrates skills on the Employability Skills list.
5. Have students reflect, in writing, on how they could improve their levels of performance in the skills identified.