GULF COAST Workforce Board

SKILLS OBSERVATION WORKSHEET

Host Site: _____

Dates of Externship: _____

Basic Skills	The Way the Skill is Being Used	Classroom Application
Listening		
Speaking		
Dress Code/Appropriate Attire for Job		
Body Language		
Team Interactions		
Technology Used		
Quality Control		
Customer Service		
Selecting and Using Appropriate Tools/Equipment		

Academic Skills	The Way the Skill is Being Used	Classroom Application
Reading		
Writing		
Mathematics		
Scientific Concepts		
Historical Perspective		
Foreign Language		

Thinking Skills	The Way the Skill is Being Used	Classroom Application
Creative Thinking		
Decision Making		
Problem Solving		
Visualization		
Knowing How to Learn		
Reasoning		
Negotiating		
Monitoring and Correcting Performance		
Designing or Improving Systems		
Acquiring and Evaluating Data		

Personal Qualities	The Way the Skill is Being Used	Classroom Application
Individual Responsibility		
Sociability		
Integrity		
Time Management		
Respecting Diversity		
Teaching Others		

Other Skills/Qualities Observed	The Way the Skill is Being Used	Classroom Application