

## My EMPLOYABILITY checklist (How to be a professional student and employee):

**My name:**

**My TOP five skills:**

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**My TOP five  
qualities:**

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**I need to be:**

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**I need to practise/learn:**

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**Good employees ALWAYS:**

- follow the rules
- show respect
- wear ID
- come on time
- attend classes every day
- notify about absences
- have mobiles on silent mode
- use mobiles for learning only
- bring a folder/a notebook
- help others
- work in groups
- ask questions
- try to work independently
- show initiative
- follow instructions
- understand mistakes
- think about other's emotions
- give/share ideas
- want to learn
- know how to learn – study skills
- have an email address for easy communication

**These will help me:**

- doing homework
  - learning new English words and grammar – study skills
  - taking notes, using a folder
  - practising in free time
  - learning from mistakes
  - communication with others
  - understanding work in the UK
  - computer/Internet skills (search)
  - planning / making lists
  - prioritising (what's first?)
  - thinking before making decisions / giving answers
  - presenting to the group
  - asking questions
  - asking others for help
  - working in groups
  - reflection (progress / to improve)
  - **believing** in myself!
- Yes you can do it!**

**My personal dictionary (words and phrases useful for jobs):**

[illegible]

<b>Useful websites:</b>
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<https://nationalcareersservice.direct.gov.uk/job-profiles/home#>
