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!
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<tr>
<th>My personal dictionary (words and phrases useful for jobs):</th>
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<th>Useful websites:</th>
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<td><a href="https://nationalcareersservice.direct.gov.uk/job-profiles/home#">https://nationalcareersservice.direct.gov.uk/job-profiles/home#</a></td>
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