




Assessment & Portfolio Guide

Lesson 11: Evaluate Your Work Skills

-  What three areas will you work on to improve your skills as an employee?

Lessons 12 & 13: Know Valuable Job Skills Identify Ways to "Go the Extra Mile" at Work

-  What are five ways you can go the extra mile on the job?
-  Why is it important to go the extra mile on the job?


Lesson 14: Avoid Negative Work Behaviors

-  Name five reasons people get fired:

Lesson 15: Understand Basic Employee Rights and Protections

-  Why do employees have rights and protections? Which do you feel are most important?

Lesson 16: Leave Your Job Positively

-  Why is it important to leave your job without burning your bridges?

Lesson 17: Promote Your Positive Skills

-  What did you learn from your on campus job?

Lesson 18: Write a "Keeping a Job" Growth Goal

-  Add the **Growth Goal Contract & Daily Goals Chart** to your *Transition Portfolio*.

◆ THINK ABOUT THIS ◆

We should be careful to get out of an experience
only the wisdom that is in it.

Mark Twain

What does this quote mean to you?
