|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Human Skills**  Those skills which provide the basic foundation to get and keep a job and to achieve the best results | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Assumes accountability for his/her actions |  |  |  |  |  |  |
| Can plan and manage time and other resources to achieve goals |  |  |  |  |  |  |
| Assumes a positive attitude toward change |  |  |  |  |  |  |
| Recognizes the need to lifelong learning, and possess the capacity to do so |  |  |  |  |  |  |
| Assumes social awareness, cultural, global and environmental responsibilities |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| **Communication Skills**  The arrangement of skills and behaviors required to create and maintain effective relationships with others on a job and to achieve the best results | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Is able to express ideas verbally, one to one or to groups |  |  |  |  |  |  |
| Is able to present a good logical argument |  |  |  |  |  |  |
| Is able to comprehend and write effective reports and documentation |  |  |  |  |  |  |
| Is able to use the listening skills and give feedback |  |  |  |  |  |  |
| Understands and speaks the languages in which business is conducted |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional Skills**  The combination of skills, attitudes and behaviors required to progress on a job and to achieve the best results | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Is able to function effectively in group – teamwork |  |  |  |  |  |  |
| Is able to set goals and priorities and work independently |  |  |  |  |  |  |
| Is able to carry out leader/ manager's instructions |  |  |  |  |  |  |
| Is able to identify and suggest new ideas to get the job done – creativity |  |  |  |  |  |  |
| Behaves professionally and practices good ethics |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Technical Skills**  The ability to apply the key competences of the educational/ training area to be an invaluable worker on a job and to achieve the best results | | | | | | |
|  | 5 | 4 | 3 | 2 | 1 | 0 |
| Is able to apply knowledge |  |  |  |  |  |  |
| Is able to extract information |  |  |  |  |  |  |
| Designs solutions for problems |  |  |  |  |  |  |
| Is able to identify, formulate, research and analyze data to solve complex problems |  |  |  |  |  |  |
| Reads, comprehends and uses written materials including graphs, charts and displays |  |  |  |  |  |  |