



Workplace Observations

Learning Goal:

Identify the application of Nebraska Career Readiness Skills in the workplace.

Instructions:

The Nebraska Career Readiness Skills are practices and proficiencies needed in all businesses and industries. Your task is to identify when and where you see these skills being applied in the workplace.

Complete the following two items:

- *Student Observations* - Look for evidence of the skills while observing a workplace. Use the table to keep track of what you see or learn. If you do not observe a particular skill, please ask for an example if possible. The skill is provided in the left column and your notes will be written on the right.
- *Reflection* - Upon completion of your workplace observation, answer the reflection question.

| Career Readiness Standards | Student Observations |
|--|---|
| 1. Applies appropriate academic and technical skills  | How does this business/industry display evidence of individuals applying academic and technical skills? |
| 2. Communicates effectively and appropriately  | How does this business/industry display evidence of individuals expressing ideas, providing instructions, informing others, sharing knowledge and providing customer service? |
| 3. Contributes to employer and community success  | How does this business/industry display evidence or examples of how the success of this business/industry contributes to the success of the community/city or surrounding area? |
| 4. Makes sense of problems and perseveres in solving them  | How does this business/industry display evidence of individuals working to solve problems? |
| 5. Uses critical thinking  | How does this business/industry display evidence of individuals using data or research to make informed decisions? |

| Career Readiness Standards | Student Observations |
|--|---|
| <p>6. Demonstrates innovation and creativity</p>  | <p>How does this business/industry display evidence of individuals working to generate and share new ideas?</p> |
| <p>7. Models ethical leadership & effective management</p>  | <p>How does this business/industry display evidence of individuals utilizing leadership skills to influence others?</p> |
| <p>8. Works productively in teams & demonstrates cultural competence</p>  | <p>How does this business/industry display evidence of individuals working together and/or working to resolve conflict?</p> |
| <p>9. Utilizes technology</p>  | <p>How does this business/industry display evidence of technology use?</p> |
| <p>10. Manages personal career development</p>  | <p>How does this business/industry display evidence of opportunities available in this workplace to help individuals advance in their career?</p> |
| <p>11. Attends to personal and financial wellbeing</p>  | <p>How does this business/industry display evidence of employment benefits or being supportive of physical, mental, social and financial well-being of individuals in this workplace?</p> |

Reflection Notes: How will you use this information to guide future choices in your Personal Learning Plan in order to be career ready?