Employability Standards Tracking Matrix

Using Skills to Pay the Bills

Standard	Description	Activity	Page	Date Taught	Level of Support	Mastery (✔/✘)
EE 001	Asks questions/seeks guidance	What's Your Point?	19			
EE 002	Gets info from supervisors	Listen Hear!!	30			
EE 003	Uses communication skills	Flipping the Switch	23			
EE 004	Knows when to listen/ask questions	Listen Hear!!	30			
EC 001	Shares ideas in groups	There is No 'I' in Team	58			
EC 002	Works cooperatively	How Many Shapes Does it Take?	68			
EC 003	Respects opinions	The Good, the Bad, and the Reasonable	66			
ED 001	Uses good manners	Flipping the Switch	23			
ED 002	Dresses appropriately	Professionalism in Today's Workforce	116			
ED 003	Greets appropriately	Flipping the Switch	25			

EA 001	Follows directions	Listen Hear!!	30			
EA 003	Arrives on time	What's Your Point? Role Play	22			
EA 005	Manages emotions	Oh, Puh-leeeze!	26			
EA 006	Positive attitude	Positive Mental Attitude	36			
EB 001	Follows rules	Workplace Ethics	102			
EB 003	Ethical behavior	Workplace Ethics	102			
EH 002	Social media use	Using Social Media to Network	86			
EH 004	Email/cell phone use	Text vs Email	89			
EI 002	Problem solving	Problem Solving on a Team	106			
EK 003	Interview skills	Tell Me About a Time When	111			
EL 001	Uses time wisely	Self Reflection	129			