



**2021-22 JAG Employability Skills Verification**

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

JAG Instructor Name: \_\_\_\_\_

During their completion of the JAG program, students will master 37 core competencies, per JAG National Standards:

JAG National Standards	Confirmation of Mastery
<b>Career Development Competencies</b> A.1 Identify occupational interests, aptitudes and abilities. A.2 Relate interests, aptitudes and abilities to appropriate occupations. A.3 Identify desired life style and relate to selected occupations. A.4 Develop a career path for a selected occupation. A.5 Select an immediate job goal. A.6 Describe the conditions and specifications of the job goal.	<b>JAG Instructor Initials:</b>  _____
<b>Job Attainment Competencies</b> B.7 Construct a resume. B.8 Conduct a job search. B.9 Develop a letter of application. B.10 Use the telephone to arrange an interview. B.11 Complete application forms. B.12 Complete employment tests. B.13 Complete a job interview	<b>JAG Instructor Initials:</b>  _____
<b>Job Survival Competencies</b> C.14 Demonstrate appropriate appearance. C.15 Identify expectations that employers have of employees. C.16 Identify problems of new employees. C.17 Demonstrate time management. C.18 Follow directions. C.19 Practice effective human relations. C.20 Appropriately resign from a job.	<b>JAG Instructor Initials:</b>  _____
<b>Basic Skills Competencies</b> D.21 Comprehend verbal communications. D.22 Comprehend written communications. D.23 Communicate in writing. D.24 Communicate verbally. D.25 Perform mathematical calculations.	<b>JAG Instructor Initials:</b>  _____
<b>Leadership and Self-Development Competencies</b> E.26 Demonstrate team membership. E.27 Demonstrate team leadership. E.28 Deliver presentations to a group. E.29 Compete successfully with peers. E.30 Demonstrate commitment to an organization.	<b>JAG Instructor Initials:</b>  _____
<b>Personal Skills Competencies</b> F.31 Explain the types of maturity. F.32 Identify a self-value system and how it affects life. F.33 Base decisions on values and goals. F.34 Identify process of decision-making. F.35 Demonstrate ability to assume responsibility for actions and decisions.	<b>JAG Instructor Initials:</b>  _____

F.36 Demonstrate a positive attitude.

F.37 Develop healthy self-concept for home, school and work.

In order to fulfill the INDOE Graduation Pathways requirements, JAG students should complete, at minimum, one of the following work products:

**Please Circle or Highlight the work product that this student completed.**

- Resume and cover letter in Indiana Career Connect
- Career Presentation (in accordance with JAG Indiana Career Development Conference requirements)
- Participation (at minimum 4 weeks) of JAG-sponsored work experience or internship
- Mastery of the following H Competencies (Workplace Competencies):
  - o Demonstrate integrity and honesty in dealings with internal and external customers (H.68).
  - o Demonstrate good reasoning skills which results in thinking first, then taking action (H.67).
  - o Demonstrate a commitment in completing work assignments accurately and in a timely fashion (H.70).
  - o Demonstrate an ability to satisfy the purposes of a delegated task (H.71).
  - o Demonstrate an ability to prioritize and manage time effectively in the workplace (H.72).
- Top 3 placement in regional or state Career Development Conference competitions
- Paper (at minimum 500 words) reflecting on skills learned in JAG program or in JAG-sponsored work experience
- Participation in the program and receipt of the Governor's Work Ethic Certificate
- JAG National Certificate of Mastery

**Check One:**        \_\_\_\_\_ **Yes – JAG Student demonstrated Employability Skills**

\_\_\_\_\_ **No – JAG Student did NOT demonstrate Employability Skills**

**Select One:**

\_\_\_\_\_ **I do NOT recommend that the above named JAG student be awarded completion status in meeting Indiana's Employability Skills Benchmarks based on my above evaluation and through regular interactions in working with this student.**

\_\_\_\_\_ **I recommend that the above named JAG student be awarded completion status in meeting Indiana's Employability Skills Benchmarks based on my above evaluation and through regular interactions in working with this student.**

**JAG Instructor Signature:** \_\_\_\_\_ **Date completed:** \_\_\_\_\_

**Principal Signature:** \_\_\_\_\_ **Date completed:** \_\_\_\_\_