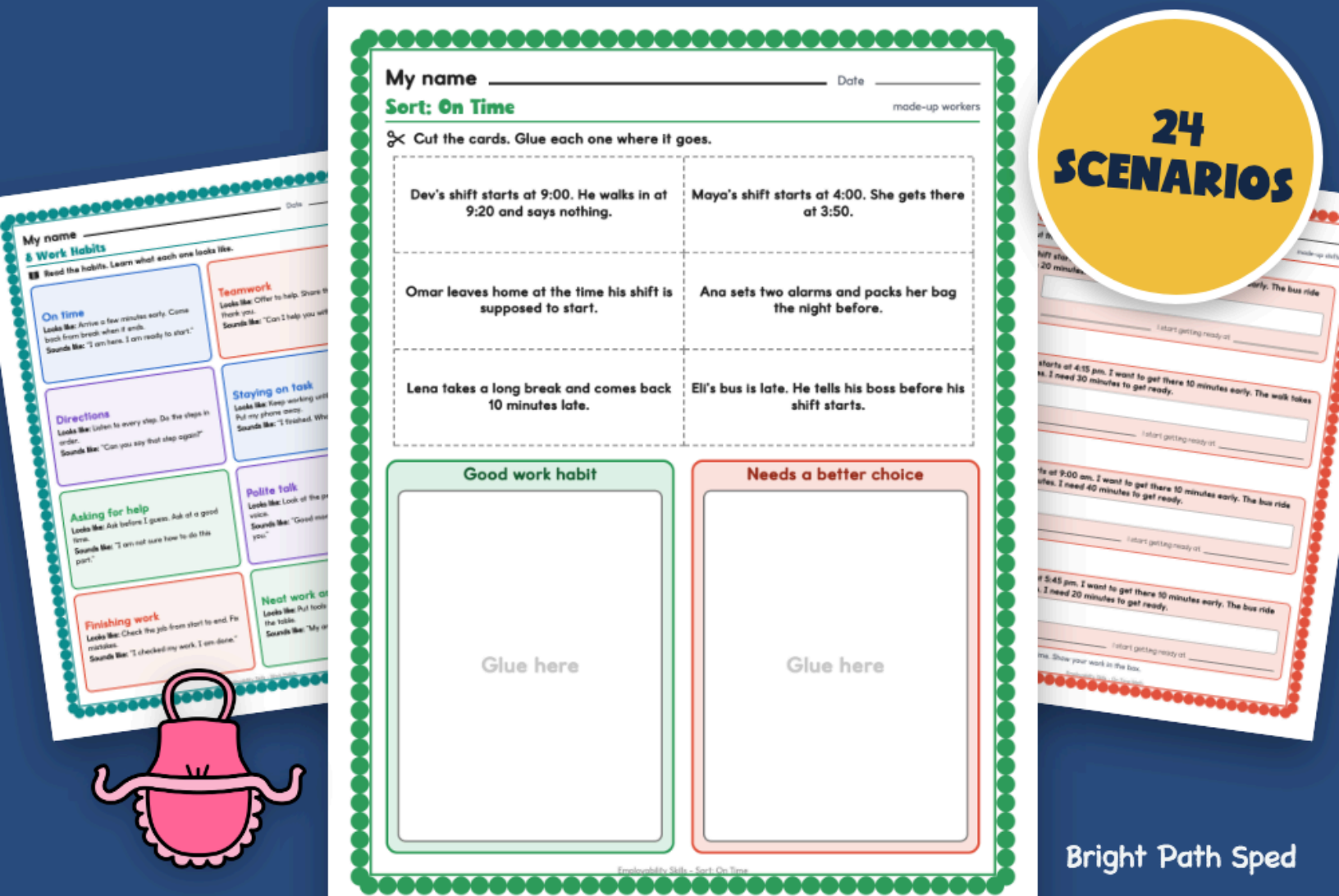
EMPLOYABILITY SKILLS WORKSHEETS

ON TIME, TEAMWORK, DIRECTIONS, GR 6-12



Bright Path Sped

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One classroom license

- This file is for one classroom or one caseload: one teacher and the students in that room.
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This is a fillable PDF. It is NOT a slide deck or a document file.

- Open it in Adobe Acrobat Reader, Preview, or a web browser. Click a line or a box and type.
- Save a copy under a new name for each student, so what a student typed stays in that copy.
- Or print it and write by hand. Every page still reads in black and white.

Print at 100 percent

Turn off fit to page and shrink to fit so every cut card keeps its size.

Student information

A finished page holds a student's name and notes about how they work. Store it with your other student records and share it only with the people your school allows.

What this is

Work-habit worksheets, self-ratings, a supervisor feedback form and practice scenarios. Every worker, worksite and supervisor in this set is made up. It is practice, not a statement of what any employer, school or law requires.

The example student on page 21 is made up and says so on the page.

Need help?

If a page will not print the way you expect, use Ask a Question on the product page. We are glad to help.

A good way to start

Print the self-rating page first. Let the student rate each work habit, then compare it with the supervisor form and talk about the two habits that differ most.

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PREVIEW

How to Use This

For students in grades 6 to 12 who are learning what a job asks of them.

A good order

- Habits page and one sort page as a warm up.
- What Would You Do, steps, read first, on time.
- Self-rating, then a supervisor form.
- Compare, then set one goal.

Ways to answer

- Click a line or box and type, or write by hand.
- Say it while an adult writes.
- Use What to Say at Work (page 23) for sentence starters.

Using the sort pages

- Cut along the dashed lines. Three cuts make six cards.
- Each page has three good habits and three better choices.
- Talk about each better choice. What would the worker do instead?

Using the feedback form

- Give page 19 to a job-site supervisor or job coach.
- It takes about five minutes.
- Compare it with the student's own rating. Do not grade it.

What this is, and what it is not

- Practice pages and rating forms for work habits.
- Not a lesson plan or a job-training course, and not a statement of what any employer, school or law requires.
- This is a fillable PDF. It is NOT a slide deck or a document file.
- Every worker, worksite and supervisor is made up.

Good to know

- Ratings describe what was seen on a day. They say nothing about what a student can learn.
- Start with strengths. Pick one habit at a time.
- Skip a page that does not fit.

Your site's or school's rule (write it here)

Write what your school or work site expects for work-based learning, in its own words. This set does not state one.

_____

PREVIEW

Teacher prep: print on cardstock and trim each tab on its line. Tape it to a sheet protector or a folder.

Divider Tabs (8)

Start Here

Tab 1 of 8

Work Habits

Tab 2 of 8

Sort

Tab 3 of 8

Practice

Tab 4 of 8

Rate

Tab 5 of 8

Goal

Tab 6 of 8

Messages

Tab 7 of 8

Teacher

Tab 8 of 8

PREVIEW

Preview - Bright Path Sped

My name _____ Date _____

8 Work Habits

Read the habits. Learn what each one looks like.

On time

Looks like: Arrive a few minutes early. Come back from break when it ends.

Sounds like: "I am here. I am ready to start."

Teamwork

Looks like: Offer to help. Share the work. Say thank you.

Sounds like: "Can I help you with that?"

Directions

Looks like: Listen to every step. Do the steps in order.

Sounds like: "Can you say that step again?"

Staying on task

Looks like: Keep working until the job is done. Put my phone away.

Sounds like: "I finished. What can I do next?"

Asking for help

Looks like: Ask before I guess. Ask at a good time.

Sounds like: "I am not sure how to do this part."

Polite talk

Looks like: Look at the person. Use a calm, kind voice.

Sounds like: "Good morning. Please. Thank you."

Finishing work

Looks like: Check the job from start to end. Fix mistakes.

Sounds like: "I checked my work. I am done."

Neat work area

Looks like: Put tools and supplies back. Wipe the table.

Sounds like: "My area is clean and ready."

PREVIEW

My name _____ Date _____

Sort: Teamwork

made-up workers

Cut the cards. Glue each one where it goes.

Tia rolls her eyes when a teammate asks a question.	Jo sees a teammate with a big job and asks, "Can I help?"
Luis lets his teammate do all of the sweeping.	Priya says thank you when a teammate helps her.
Ben tells a teammate, "Not my job," and walks away.	Sam and Kit share the work so they both finish on time.

Good work habit

Glue here

Needs a better choice

Glue here

PREVIEW

My name _____ Date _____

Sort: Stay Focused and Polite

made-up workers

Cut the cards. Glue each one where it goes.

Ravi checks his phone while a customer waits.	Finn puts his phone in his bag until break.
Ella is done early. She sits and waits to be told what to do.	Grace is done early. She asks, "What else can I do?"
Theo argues with his boss in front of customers.	Hana says good morning to a customer and smiles.

Good work habit

Glue here

Needs a better choice

Glue here

PREVIEW

My name _____ Date _____

What Would You Do? 2

made-up workers

Read it. Write what you would do.

1. A customer asks a question you cannot answer. What do you do?

2. You make a mistake on a job. What do you do?

3. You and a teammate do not agree on how to do a job. What do you do?

PREVIEW

My name _____ Date _____

Read First, Then Do

Read every step first. Then do what it says.

1. Write your first name on the line.

2. Write the day of the week in the box.

3. Write the number 7 in the box.

4. Draw a star in the box.

5. Write the word YES in the box.

6. Now that you have read everything, do only step 1. Leave the rest empty.

PREVIEW

My name _____ Date _____

How Am I Doing at Work?

Mark one box for each habit. Be honest.

Work habit	Always	Sometimes	Not yet
I come on time			
I work with my team			
I follow directions			
I stay on task			
I ask for help when I need it			
I talk to people politely			
I finish my work			
I keep my work area neat			

PREVIEW

Look back

My best habit is _____

A habit I want to work on is _____

Why I picked that habit

Supervisor Feedback Form

For a job-site supervisor, job coach or teacher. Mark what you have seen the student do. This is a snapshot of work habits, not a grade, and it takes about five minutes.

Student _____ Date _____

Worksite _____ Supervisor _____

What I saw (type X or mark one box in each row)

Work habit	Always	Sometimes	Not yet	Comment
On time				
Teamwork				
Directions				
Staying on task				
Asking for help				
Polite talk				
Finishing work				
Neat work area				

One thing the student did well

_____

_____

One thing to work on next

_____

_____

Your site's or school's rule (write it here)

Write the site's own expectations for students here, in its own words.

_____

Supervisor signature _____ Date _____

PREVIEW

Example: Me and My Supervisor

Jordan Lee is a made-up student. The worksite and supervisor are made up too. Every number below is worked out from the table.

Student Jordan Lee (made up) Date Nov 3

Compare

Work habit	I said	Supervisor said	Same?
On time	Always	Always	Yes
Teamwork	Sometimes	Sometimes	Yes
Directions	Always	Sometimes	No
Staying on task	Sometimes	Sometimes	Yes
Asking for help	Not yet	Sometimes	No
Polite talk	Always	Always	Yes
Finishing work	Sometimes	Sometimes	Yes
Neat work area	Always	Always	Yes

How it works out

- Same? is Yes when the two ratings are the same word. Yes appears 6 times.
- So Jordan and the supervisor matched on 6 of 8 habits.
- They did not match on Directions and asking for help, so those are the two to talk about.

What we decided (made up)

Jordan will ask the supervisor to say a step again when it is not clear. The supervisor will give steps one at a time for two weeks. Then we will check again.

PREVIEW

My name _____ Date _____

What to Say at Work

Read the words. Use them at work.

Asking for help

- I am not sure how to do this part.
- Can you show me one more time?
- Do you have a minute to help me?
- Is this the right way?

Checking directions

- Can you say that step again?
- Do I do this one first?
- Let me say it back to check.
- Where do I put these?

Working with a team

- Can I help you with that?
- What part do you want me to do?
- Thank you for helping me.
- I will do my part.

When I need to tell my boss

- I will be late. I will be there at ------.
- I made a mistake. Here is how I will fix it.
- I finished. What can I do next?
- I need a break. May I take it now?

PREVIEW

My own words

_____

_____

_____

Work Habits Update

A short note for home, a job coach or the team. Use it after a rating, a feedback form or a goal check-in. Write what was seen at work, in plain words.

Student _____ Date _____

From _____ To _____

Habits going well (tick them)

- ☐ **On time**
- ☐ **Directions**
- ☐ **Asking for help**
- ☐ **Finishing work**
- ☐ **Teamwork**
- ☐ **Staying on task**
- ☐ **Polite talk**
- ☐ **Neat work area**

What we saw

_____

_____

_____

The next step

_____

_____

How you can help (home or team)

_____

_____

Your site's or school's rule (write it here)

_____

PREVIEW

Answer Key: Scenario Sort

Every worker and worksite is made up. Each page has three of each kind, so a student who has glued three in the first box has a clue.

Sort pages

Page	Good work habit (3)	Needs a better choice (3)
8 On time	· Maya's shift starts at 4:00. She gets there at 3:50. · Ana sets two alarms and packs her bag the night before. · Eli's bus is late. He tells his boss before his shift starts.	· Dev's shift starts at 9:00. He walks in at 9:20 and says nothing. · Omar leaves home at the time his shift is supposed to start. · Lena takes a long break and comes back 10 minutes late.
9 Teamwork	· Jo sees a teammate with a big job and asks, "Can I help?" · Priya says thank you when a teammate helps her. · Sam and Kit share the work so they both finish on time.	· Tia rolls her eyes when a teammate asks a question. · Luis lets his teammate do all of the sweeping. · Ben tells a teammate, "Not my job," and walks away.
10 Directions	· Rosa's boss gives three steps. Rosa writes them down. · Noah is not sure what to do. He asks his boss to say it again. · Kai does step 1, then step 2, in the order his boss said.	· Cole does step 3 first because it looks like more fun. · Zoe does not understand, so she guesses and says nothing. · Mia starts the job before her boss is done talking.
11 Staying on task and polite talk	· Finn puts his phone in his bag until break. · Grace is done early. She asks, "What else can I do?" · Hana says good morning to a customer and smiles.	· Ravi checks his phone while a customer waits. · Ella is done early. She sits and waits to be told what to do. · Theo argues with his boss in front of customers.

Talk about it

- For each better choice, ask: What could the worker do instead? Use the page 23 words.
- A student may say a card fits both boxes. Ask what the worker could say or do to make it a good habit.
- The What Would You Do pages (pages 12 and 13) have no single right answer. Look for a clear, polite, workable step.

Notes

PREVIEW