

Working Impact Skill Recommendation

Skills Scorecard: Star Family Services

NAME:
Sarah Jackson
Training and Development
Specialist
Star Peer Mentoring Program
Chicago, IL

REFERENCE:
Jane Addams
Star Family Services

ROLE:
Teacher

ORGANIZATION:
Star Family Services

TIMELINE:
JAN 2016–SEP 2017

PERFORMANCE RATING LEVELS:

NV = NOVICE	EM = EMERGING	ST = STANDARD	SK = SKILLED	EX = EXPERT
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Hirability Skills Performance:

	NV	EM	ST	SK	EX
Brings energy and enthusiasm to the work					✓
Actively looks for ways to help other people					✓
Identifies new and more effective ways to solve problems				✓	
Works hard to get the job done				✓	
Unpacks problems into manageable parts				✓	
Generates multiple potential solutions to problems				✓	
Takes responsibility for his or her actions and does not blame others			✓		
Stays calm, clearheaded and unflappable under stress			✓		
Graciously accepts criticism			✓		
Actively looks for additional tasks when own work is done			✓		
Identifies new and more effective ways to solve problems		✓			
Does not procrastinate		✓			
Arrives on time and is rarely absent without cause	✓				

Technical Skills Performance:

	NV	EM	ST	SK	EX
Assess training needs through surveys, interviews with employees, focus groups, or consultation with managers, instructors, or customer representatives			✓		
Design, plan, organize, or direct orientation and training programs for employees or customers					✓
Offer specific training programs to help workers maintain or improve job skills				✓	

Hirability Status:

	AGREE	STRONGLY AGREE
If I had a job opening, I would hire this employee		✓
I would seek out this person to be on my next project		✓
I would recommend this employee to a colleague, for a similar position		✓



KEY STRENGTH:

Sarah's capacity to expertly train and energize her peers was far beyond any Teen Peer Mentor we have ever had.