



TRI-VALLEY EDUCATIONAL COLLABORATIVE

# EMPLOYABILITY CERTIFICATE

Is Awarded To

*Student Name*

In Recognition of Achieving Employment Literacy Standards  
Through Performance in the Career Pathways Program at Livermore High School

*Laurel Jones*

Laurel Jones  
Vice President of Academic Services  
Las Positas College

*Diane Centoni*

Diane Centoni  
Superintendent  
Tri-Valley ROP

*Kelly Bowers*

Kelly Bowers  
Asst. Superintendent, Education Services  
Livermore Unified School District

*Jim Caldwell*

Jim Caldwell  
Exec. Director, Workforce Incubator  
Tri-Valley Business Council

See Level of Proficiency achieved on back

# EMPLOYABILITY CERTIFICATION

## SCANS SKILLS

*(Secretary's Commission on Achieving Necessary Skills)*

*In 1990, the Secretary of Labor appointed a commission to identify the skills that American workers need for job success in a global market and to create a plan of action to make sure those skills are developed by all citizens. This document was intended to set the agenda for what students are taught in the nation's schools and how workers are trained and retrained for the high-skill, high-wage jobs of the future. Considering SCANS' roots in the Department of Labor and its prominence in the development of this field, it is logical to use it as an evaluation tool.*

### WORKPLACE COMPETENCIES

#### INTERPERSONAL SKILLS

Participates as a member of a team

*Basic*    *Proficient*    *Advanced*

Teaches others

*Basic*    *Proficient*    *Advanced*

Serves clients/customers

*Basic*    *Proficient*    *Advanced*

Exercises leadership

*Basic*    *Proficient*    *Advanced*

Negotiates

*Basic*    *Proficient*    *Advanced*

Works with diversity

*Basic*    *Proficient*    *Advanced*

#### PERSONAL QUALITIES

Responsibility

*Basic*    *Proficient*    *Advanced*

Self esteem

*Basic*    *Proficient*    *Advanced*

Social skills

*Basic*    *Proficient*    *Advanced*

Personal management skills

*Basic*    *Proficient*    *Advanced*

Integrity and honesty

*Basic*    *Proficient*    *Advanced*

Demonstrates work ethic

*Basic*    *Proficient*    *Advanced*

---

*Instructor--Livermore High School*

---

*Date*