

ACTIVITY: HIRABILITY SKILLS + WORKING IMPACT PERFORMANCE REVIEWS

Prompt:

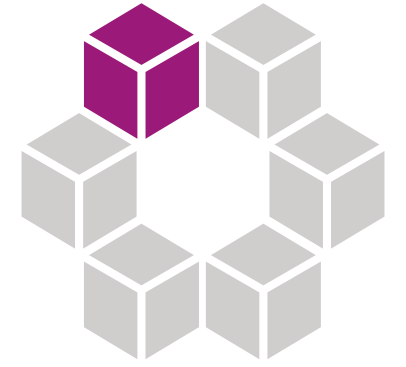
Being a skill-builder is the most important role you have with your youth employee. Skill building ideally goes like this. You have a set of job tasks and skill expectations. You explain them to your youth employee in detail. You give examples of what you think good performance is, every boss is different. You set performance goals. Youth starts doing the job. You give them feedback. They do the job more and get better or need more feedback. After a period of time you do a more formal performance review and reflective debrief. You set performance goals. Repeat until promoted.

We use MHA Labs online Working Impact Performance Review to help you focus on the most relevant skills critical to on the job entry level performance. The Hirability Skills were developed by analyzing over 9000 Employee Performance reviews of youth in job programs. Ninety-seven different skills were tested over a 5-year period. These twelve skills predict over 86% of job performance outcomes.

Directions:

- ★ Every supervisor can have a MHA Labs Be That Boss Accordion.
- ★ Post Hirability Skill Posters on the wall spaced out enough that everyone can walk and read them.
- ★ Have post-its and pens at their table.
- ★ Hand supervisors a copy for the sample Working Impact Performance Review Scorecard. Explain that this is the scorecard that is generated from the short online performance review survey. It is much more beneficial to introduce the survey through the lens of its results.
- ★ Have them select a skill that is most important to them and stand by the related poster.
- ★ Have the supervisor share why they think this skill is most important.
- ★ Have them pick their second most important skills, move to the poster and repeat.

- ★ Reflection: Ask them why they think telling a youth upfront about their preferences would make a difference in their job performance?
- ★ Reflection: Ask them how giving a performance review for these skills and the other 10 would be important to their career path and overall skill building? (reference the feedback formula if you led that activity)
- ★ Reflection: For supervisors of youth in temporary positions, ask how job search outcomes might be different for a young person if they were empowered with this Scorecard as part of an application or interview. Ask if it is worth taking the 15+ minutes to complete it. How might not doing it impact these prospects.
- ★ In general, the more you get a supervisor to make the connection between doing the scorecard and the future prospects of youth the better. Most supervisors are not motivated by compliance to the program but to the future of their youth employee.



WORKPLACE PERSONAL MINDSETS

Professional Attitude

- ✔ Brings energy and enthusiasm to the workplace
- ✔ Takes responsibility for his or her actions and does not blame others
- ✔ Stays calm, clearheaded and unflappable under stress
- ✔ Graciously accepts criticism

HIRABILITY REQUIREMENTS:

 Professional Attitude  Team Work Ethic  Core Problem Solving  Time Management

WORKPLACE COLLABORATION

Team Work Ethic



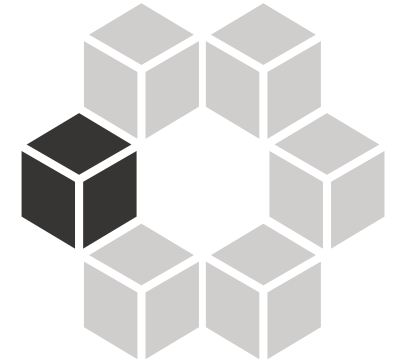
- ✓ Actively looks for additional tasks when own work is done
- ✓ Actively looks for ways to help other people

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WORKPLACE PROBLEM SOLVING

Core Problem Solving

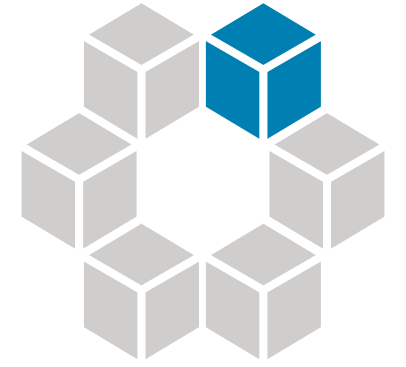


- ✓ Unpacks problems into manageable parts
- ✓ Generates multiple potential solutions to problems
- ✓ Identifies new and more effective ways to solve problems

HIRABILITY REQUIREMENTS:

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WORKPLACE PLANNING FOR SUCCESS



Time Management

- ✓ Manages time and does not procrastinate
- ✓ Arrives on time and is rarely absent without cause
- ✓ Gets work done on time

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