

SKILL SCORECARD

Name: **Hazel Mae Luna**
Location: **Pavia, Iloilo**
Institute Name: **PHINMA University of Iloilo**

Course: **Employability Skills – Wadhvani Foundation**
Completion Date: **19 Oct, '24**
Score: **92 %**

COMPETENCY	SCORE	KEY SKILLS
Effective Speaking and Listening Skills	100%	Give and Seek Opinions Effectively Workplace Conversations Active Listening
Impactful Writing Skills	80%	Constructing Meaningful Sentences Describe Experiences Effective Purposeful Writing
Self-Presentation	100%	Making a Great First Impression Non-verbal Communication Group Discussions
Self-Management	80%	Emotional Intelligence Self-awareness & Growth Mindset Time and Stress Management
Interpersonal Skills	100%	Teamwork and Networking Conflict Management Gaining Acceptance and Negotiating
Problem Solving & Innovation	100%	Critical Thinking Decision Making Creative Thinking
Professionalism	93%	Adaptivity Quality and Result Orientation Workplace Awareness
Customer Centricity	90%	Customer-focused Mindset Customer Lifecycle Customer Relationship Management
Work Productivity Tools	90%	Computer Fundamentals Microsoft Suite Essentials Effective Information Search Online
Online Communication & Data Security	90%	Online Meetings & Communication Internet Safety Organizational Data Security
Safety Practices	100%	Basic First-Aid Safety Awareness Maintaining Health and Environment
Financial Literacy	100%	Banking Basics Money Management Financial Concepts
Start-up Mindset	90%	Who is an Entrepreneur? Establish Startup Mission and Vision Leadership and Ownership
Introduction to Entrepreneurship	90%	Types of Enterprises Business Planning and Marketing Business Accounting
Obtain an Appropriate Job	93%	Job Search Skills Developing your Resume Excelling through Interviews

0 – 69% Needs Improvement

70 – 79% Proficient

80–100% Highly Proficient

Note to Employer

The Wadhvani Foundation's Employability Skills course addresses 15 essential competencies required by employers. For more details, visit <https://bit.ly/WFskills> Hazel's skill scores are based on skill-specific assessments. Hazel also received 91% on the summative assessment, which contributed to the total score. **A minimum of 70% total score is required to pass this course.**