

Employability Skills Area: Organization and Responsibility

Assignment Name: Quarterly Review

Read the situation below related to the Employability Skills Area. Organization and Responsibility. Type a 150-word (minimum) response to this situation and make sure you answer the three questions in your response.

Situation:

You have worked for a manufacturing company for about three months, and it is time for your 90-day review. At this meeting, your supervisor will be discussing your performance (which is very good) with you. The supervisor would also like to hear your thoughts about working for the company.



1. What should you tell the supervisor?
2. What should you ask the supervisor?
3. If you were being reviewed on your current job/internship, what are three things you can improve on?

Thank you to our Partner in Education for providing this real workplace example.