



Job Keeping and Career Advancement Skills:

Individual Assessment

Name:	Date:
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Competency: Takes initiative in completing job tasks using problem solving, decision making and analytical skills and demonstrates dependability and reliability.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Delivers high-quality results on schedule*	<input type="checkbox"/> Initiates and completes projects independently*	<input type="checkbox"/> Completes tasks and projects as assigned*	<input type="checkbox"/> Completes tasks and projects as assigned with supervision*

Comments:

<input type="checkbox"/> Demonstrates 100% performance of all job tasks without supervision.	<input type="checkbox"/> Demonstrates 85% performance of all job tasks without supervision.	<input type="checkbox"/> Demonstrates job tasks with intermittent supervision	<input type="checkbox"/> Demonstrates job tasks only with supervision.
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Comments:

<input type="checkbox"/> Develops hypotheses and proposes creative solutions and systematic change, including preventive action.*	<input type="checkbox"/> Explores options and considers several alternative solutions when solving problems.*	<input type="checkbox"/> Solves simple problems independently.*	<input type="checkbox"/> Solves problems with help from supervisor.*
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Comments:

<input type="checkbox"/> Demonstrates 100% knowledge of attendance policies and adheres to the attendance policies.	<input type="checkbox"/> Demonstrates 100% knowledge of attendance policies and adheres to the attendance policies 75% of the time.	<input type="checkbox"/> Understands the attendance policies and with intermittent supervision adheres to the attendance policies.	<input type="checkbox"/> Developing an understanding of the attendance policies and requires intermittent supervision adheres to the attendance policies.
Comments:			

Competency: Work professionally and respectfully with a diversity of co-workers, supervisors and customers, resolving conflict in a constructive manner.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Seeks out opportunities to work with different from him/herself.*	<input type="checkbox"/> Demonstrates ability to work with people different from him/herself.*	<input type="checkbox"/> Understands diversities and similarities.*	<input type="checkbox"/> Developing an understanding of diversity.*
Comments:			
<input type="checkbox"/> Resolving conflict by using a collaborative style and addressing issues with all parties.	<input type="checkbox"/> Recognizes and avoids potential conflict. Maintains perspective.*	<input type="checkbox"/> Identifies conflict and considers its source independently.*	<input type="checkbox"/> Identifies conflict and considers its source with supervision.*
Comments:			

Competency: Demonstrates effective communication techniques in the workplace.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Listens attentively and demonstrates understanding of both verbal and non-verbal information through relevant responses and questions.*	<input type="checkbox"/> Listens attentively and knows when to ask clarifying questions.	<input type="checkbox"/> Listens attentively; makes eye contact;	<input type="checkbox"/> Developing listening skills; working to make eye contact and confirm understanding.*
<p>Comments:</p>			

Competency: Can give and receive constructive feedback at the work site.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Accepts and applies constructive feedback to improve job performance.*	<input type="checkbox"/> Accepts constructive feedback with a positive attitude and	<input type="checkbox"/> Accepts constructive feedback and is learning to give constructive feedback with help of supervisor.	<input type="checkbox"/> Learning to give and receive constructive feedback with supervision.
<p>Comments:</p>			

Competency: Is able to work as a contributing member of a team.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Leads team of co-workers to complete projects.	<input type="checkbox"/> Initiates positive interactions with members of the work team.	<input type="checkbox"/> Participates constructively as part of a team.*	<input type="checkbox"/> Developing basic teamwork skills. Responds to team tasks with supervision.
<p>Comments:</p>			

Competency: Is able to participate fully in a work task or project from initiation to completion, using appropriate time management skills.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Delivers high-quality results on schedule.*	<input type="checkbox"/> Initiates and completes projects independently.*	<input type="checkbox"/> Completes tasks and projects as assigned.*	<input type="checkbox"/> Completes tasks and projects as assigned with supervision.*
<p>Comments:</p>			
Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Manages multiple task and projects effectively and meets all project deadlines.*	<input type="checkbox"/> Sets priorities and deadlines independently.*	<input type="checkbox"/> Meets assigned deadlines independently.*	<input type="checkbox"/> Meets assigned deadlines with supervision.*
<p>Comments:</p>			

Competency: Knows how to ask for help when learning a new task at the work site.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Initiates new workplace tasks and is able to independently ask for help.	<input type="checkbox"/> Initiates new workplace tasks and is able to ask for help when needed.	<input type="checkbox"/> Identifies new workplace tasks and needs practice in asking for help.	<input type="checkbox"/> Developing an understanding of new workplace tasks and the importance of asking for help.
<p>Comments:</p>			

Competency: Know how to apply rules of the workplace to maintain employment.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Understands rules or personnel policy of the training program, classroom or job site and its impact on the organization and the individual consequences of non-adherence to those rules and/or policies. Contributes to a positive work culture.*	<input type="checkbox"/> Adheres to rules or personnel policy of the training program, classroom or job site and understands its impact on the individual on non-adherence to those rules and/or policies.	<input type="checkbox"/> Understands rules or personnel policy of the training program, classroom or job site where appropriate. Requires prompts from supervisor and/or teacher as to the consequences for non-adherence to the rules and/or policies.	<input type="checkbox"/> Developing an understanding of the rules or personnel policy of the training program, classroom or job site where appropriate. Requires prompts from supervisor and/or teacher as to the consequences for non-adherence to the rules and/or policies.
<p>Comments:</p>			

Competency: Knows the importance of personal hygiene and appearance required by the employer.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Is a model of excellent personal appearance and hygiene; represents the organization at meetings and events.*	<input type="checkbox"/> Consistently maintains appropriate personal appearance and hygiene without supervision.	<input type="checkbox"/> Maintains appropriate personal appearance and hygiene independently.	<input type="checkbox"/> Maintains appropriate personal appearance and hygiene with supervision.
<p>Comments:</p>			

Competency: Knows how to change jobs in a healthy way.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Is able to simulate an exit interview and can articulate healthy ways to change jobs.	<input type="checkbox"/> With help of supervisor is able to simulate and exit interview and understands healthy ways to change jobs.	<input type="checkbox"/> Understands the importance of giving adequate notice to the employer and how job endings can impact future employment opportunities.	<input type="checkbox"/> Developing an understanding of how job endings can impact future employment opportunities.
<p>Comments:</p>			

Competency: Develops a plan for career advancement.

Exemplary	Accomplished	Developing	Beginning
<input type="checkbox"/> Completes the development of a written career plan that would lead to eventual entry into a career option of his/her choosing.*	<input type="checkbox"/> Able to identify at least two distinct careers and describe pathways including education, training, and experience required to prepare for each.*	<input type="checkbox"/> Able to articulate a career pathway.*	<input type="checkbox"/> Developing knowledge of career pathway.*
<p>Comments:</p>			