

PHILADELPHIA YOUTH NETWORK
WorkReady Philadelphia Work Readiness Assessment Form



WorkReady programs define youth impact by the acquisition and development of four 21st Century Work Readiness skills: **Teamwork/Collaboration; Productivity/Accountability; Initiative/Self-direction; and Flexibility/Adaptability.** Please use the Work Readiness Assessment Form to assess each youth you are working with on these 21st Century Work Readiness skills.

Assessing these skills is a best practice for work-based learning experiences and will help us understand how well these experiences serve youth. It is also required by the funding sources that make WorkReady possible. Completion of this assessment is required for every youth.

You will complete the assessment no later than beginning of the second week of the program, and again during the sixth week.

How to Complete Work Readiness Assessment Form:

Use the following tips to ensure that you accurately assess the youth you are working with this summer.

1. Familiarize yourself with the definitions and indicators of 21st Century Skills in the table on page two, it might be useful to further define the 21st Century Skills and indicators *in the context* of the work that youth will be doing at their worksites this summer, this way you will know specifically what behaviors to think about when assessing youth. For example: what does it look like on your worksite when a young person engages in teamwork/collaboration? Having this in mind will make it easier to recognize how youth are progressing.
2. Try to find time each week to reflect with each youth you are supervising and how they are progressing towards demonstrating the 21st Century Skills. This will make your assessments more accurate, and easier to fill out when the time comes.

After you complete and submit the assessment at the beginning of the summer, please print it out and use it as a guide to engage the youth you are supervising.

- Review each rating with the youth and ask them how they would rate themselves.
- Explain what led you to choose your rating and set improvement goals for the areas that warrant it.
- Discuss strategies that will help them improve.

At the end of the summer when you complete the assessment a second time, review it with the youth again. Explain your ratings, ask them how they would rate themselves now, highlight areas of improvement, and offer suggestions on how they can continue to progress.

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Youth Name:		Contract Code:	
Provider Name:		Worksite:	
Supervisor Name:			

The chart below defines the four 21st Century Work Readiness skill areas and the indicators for each of those skills

21st Century Skill	Definition	Indicators
Teamwork/Collaboration	The youth is an active listener, respects others, understands multiple viewpoints, appreciates diversity and, as a member of a team, makes a positive contribution to group projects and presentations.	When working with others, youth shares his/her thoughts, contributes to activities and tasks, and listens attentively to others.
Productivity/Accountability	The youth works hard, completes assigned tasks on time and in a high-quality manner, maintains good attendance and punctuality, and takes responsibility for his/her work as well as that of the team.	Youth is actively engaged, prepared, and productive when completing tasks; youth goes beyond minimum requirements.
Initiative/Self-Direction	The youth sets goals, plans effectively to meet goals, goes beyond minimum job requirements, and seeks to solve the problems that they confront.	Youth understand the steps necessary to complete tasks; youth can identify problems and solve them to meet goals.
Flexibility/Adaptability	The youth adjusts to varied roles and responsibilities, adapts and responds appropriately to change, works effectively when there is ambiguity, and can incorporate feedback to improve job performance and alter behavior.	Youth responds positively to change and can complete tasks when little direction is given; youth responds positively to feedback and uses it to adjust performance.

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Please answer questions honestly. There are no right or wrong answers. For each item, select the answer from the scale below that best describes the youth.

1 = Never 2 = Rarely 3 = Sometimes 4 = Often 5 = Almost Always

TEAMWORK/COLLABORATION	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Almost Always (5)
youth shares his/her thoughts when working with others					
Youth contributes to activities and tasks when working with others					
Youth listens attentively to others					
PRODUCTIVITY/ACCOUNTABILITY	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Almost Always (5)
youth is actively engaged when completing tasks					
youth is prepared to complete tasks					
Youth is productive when completing tasks					
Youth goes beyond minimum requirements					
INITIATIVE SELF-DIRECTION	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Almost Always (5)
Youth understands the steps necessary to complete tasks					
Youth can identify problems					
Youth can find solutions to problems to meet goals					
FLEXIBILITY/ADAPTABILITY	Never (1)	Rarely (2)	Sometimes (3)	Often (4)	Almost Always (5)
Youth responds positively to change					
Youth can complete tasks when little direction is given					
youth responds positively to feedback					
Youth uses feedback and adjusts performance					

Comments and Goals: _____

