

2012 Employability and Foundational Academic Standards: Alternate Assessment

PERSONAL QUALITIES AND PEOPLE SKILLS

POSITIVE WORK ETHIC

- Uses directions provided for completing a job/task
- Keeps up with personal belongings and tools at school and work
- Arrives on time and maintains punctuality at school and work
- Maintains good attendance at school and work
- Assumes responsibility for behavior and actions at the worksite (e.g., manages emotions)
- Exhibits a good outlook toward work assignments
- Meets work standards for the amount of work to complete and how well it is done

INTEGRITY

- Follows rules at the worksite
- Exhibits loyalty to the employer
- Practices ethical behavior

TEAMWORK

- Shares ideas and suggestions when making decisions as a group
- Works cooperatively with others
- Respects the opinions of other people in the workplace

SELF-REPRESENTATION

- Demonstrates the use of good manners
- Dresses appropriately
- Greets people in a polite and courteous way

FOUNDATIONAL ACADEMIC SKILLS

SPEAKING AND LISTENING

- Asks questions and seeks guidance at worksite
- Gets information from supervisors
- Uses a variety of communications skills (e.g., talking, listening, reading, facial and body language)
- Knows how to listen and when to ask questions

READING AND WRITING

- Uses charts, guides, and written directions to complete tasks and work assignments (utilizing, when necessary, assistive technology)
- Completes forms and other materials pertaining to time worked, leave and other required information for employer or school

MATHEMATICS

- Uses basic math skills needed to complete assignments at school and work
- Makes a simple budget and keeps track of money and expenses

TECHNICAL LITERACY

- Uses various technology tools in completing tasks
- Uses social media in a proper manner at school and work
- Follows direction when using the Internet at school and work
- Follows direction when using cell phones and e-mail appropriately at school and work

WORKPLACE KNOWLEDGE SKILLS

CRITICAL THINKING AND PROBLEM SOLVING

- Recognizes and uses symbols, signs, and maps when traveling to and from a job
- Participates in solving problems

HEALTH AND SAFETY

- Knows, follows and practices safety rules at the worksite
- Uses equipment and supplies safely as directed by teacher, supervisor or other adult

JOB ACQUISITION AND ADVANCEMENT
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Identifies job that use personal talents and interests
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Uses proper guidelines in applying for a job
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Listens to questions and answers questions with more than one word during an interview
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Develops training plan for occupational work experience(s)
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TIME, TASK, AND RESOURCE MANAGEMENT
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Uses time wisely at the worksite

Follows directions for recording time at work

Meets timelines for completing assigned tasks

Leaves and returns from breaks on time
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Employability Skills Progressions (example) DRAFT

Personal Qualities and People Skills

Positive Work Ethic