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| **ACHIEVEMENT SCALE** |
| **4 • Outstanding:** Consistently demonstrates knowledge/skill required for entry-level position; often exceeds expectations; emerged as a leader  **3 • Proficient:** Demonstrates knowledge/skill required for entry level position with rare exceptions; shows initiative in improving skills  **2 • Developing:** Demonstrates some (or inconsistently demonstrates) knowledge/skill required for entry level position; further development needed  **1 • Needs Improvement:** Rarely demonstrates knowledge/skill required for entry level position; a plan for improvement is needed  **N/O • Not Observed:** Has yet to demonstrate (or has not yet been taught) knowledge/skill required for entry level position |

**WORK-RELATED SKILLS (**[**From the NYSED CDOS 3a Universal Foundation Skills Employability Profile**](http://www.p12.nysed.gov/specialed/publications/CDOScredential-att4.pdf)**)**

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|  | **9** | **10** | **11** | **12** |
| **Attendance**: |  |  |  |  |
| Understands & adheres work expectations for attendance. | | | | |
| Notifies supervisor in advance in case of absence. | | | | |
| **Punctuality:** |  |  |  |  |
| Understands work expectations for punctuality. | | | | |
| Arrives on time for work. | | | | |
| Takes and returns from breaks on time. | | | | |
| Calls supervisor prior to being late. | | | | |
| **Workplace Appearance:** |  |  |  |  |
| Dresses appropriately for the position and duties. | | | | |
| Practices personal hygiene appropriate for position and duties. | | | | |
| **Takes Initiative:** |  |  |  |  |
| Participates fully in task/project from initiation to completion. | | | | |
| Initiates interactions with supervisor for next task upon completion of previous one. | | | | |
| **Quality of Work:** |  |  |  |  |
| Gives best effort. | | | | |
| Evaluates own work. | | | | |
| Utilizes feedback to improve work performance. | | | | |
| Strives to meet quality standards; provides optimal customer service. | | | | |
| **Knowledge of Workplace:** |  |  |  |  |
| Demonstrates understanding of workplace policy and ethics. | | | | |
| **Response to Supervision:** |  |  |  |  |
| Accepts direction, feedback, & constructive criticism with positive attitude. | | | | |
| Uses information to improve work performance. | | | | |
| Demonstrates flexibility when nature of work changes. | | | | |
| **Communication Skills:** |  |  |  |  |
| Gives full attention to what other people are saying. | | | | |
| Asks questions as appropriate | | | | |
| Understands what was heard. | | | | |
| Communicates concerns clearly; asks for assistance when needed. | | | | |
| **Solves Problems and Makes Decisions:** |  |  |  |  |
| Identifies the nature of the problem. | | | | |
| Evaluates various ways of solving the problem. | | | | |
| Selects the best alternative to solve the problem. | | | | |
| Acts on decision. | | | | |
| **Cooperates with Others:** |  |  |  |  |
| Interacts & communicates with others in a friendly/courteous way. | | | | |
| Shows respect for others’ ideas, opinions, racial & cultural diversity. | | | | |
| Effectively works as a member of a team. | | | | |
| **Resolves Conflict:** |  |  |  |  |
| Identifies the source of conflict. | | | | |
| Suggests options to resolve the conflict. | | | | |
| Helps parties reach a mutually satisfactory agreement. | | | | |

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|  | **9** | **10** | **11** | **12** |
| **Observes Critically:** |  |  |  |  |
| Carefully attends to visual sources of information. | | | | |
| Evaluates the information for accuracy, bias and usefulness. | | | | |
| Develops a clear understanding of the information. | | | | |
| **Takes Responsibility for Learning:** |  |  |  |  |
| Identifies one’s strengths and weaknesses. | | | | |
| Sets goals for learning. | | | | |
| Identifies and pursues opportunities for learning. | | | | |
| Monitors one’s progress toward achieving goals. | | | | |
| **Reads with Understanding:** |  |  |  |  |
| Reads print materials in a variety of formats (signs, books, instruction sheets, forms, charts, etc.) to locate, understand, & apply information they contain. | | | | |
| **Solve Problems Using Math:** |  |  |  |  |
| Works with mathematical information (numbers, symbols, etc.), procedures, and tools. | | | | |
| Applies mathematical skills to answer a question, solve a problem, verify the reasonableness of results, make a prediction, or carry out a task that has mathematical dimensions. | | | | |
| **Health and Safety:** |  |  |  |  |
| Complies with health & safety rules for specific workplace. | | | | |
| **Technology:** |  |  |  |  |
| Uses job-related tools, technologies, & materials appropriately. | | | | |

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| **WORK-BASED LEARNING** | | |
| **Type of WBL Experience** | **Year** | **Hours** |
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| **TOTAL WBL HOURS** | |  |

**TECHNICAL KNOWLEDGE AND SKILLS**

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|  | **9** | | | **10** | | | **11** | | **12** |
| **Insert Skill/Practice Here** |  | | |  | | |  | |  |
| Insert description of how skill/practice will be demonstrated | | | | | | | | | |
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| **Insert Skill/Practice Here** |  |  |  |  |
| Insert description of how skill/practice will be demonstrated | | | | |
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| **POSTSECONDARY CREDIT** | | | | |
| **HS Course** | **College Course** | **Cr.** | **Attained** | |
|  |  |  | Y | N |
|  |  |  | Y | N |
|  |  |  | Y | N |
|  |  |  | Y | N |

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| **TECHNICAL ASSESSMENT** | **Passed** | |
| **Written:** Insert exam name here | Y | N |
| **Performance:** Insert exam name here | Y | N |
| **Local:** Insert exam name here | Y | N |

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| **CERTIFICATIONS, ENDORSEMENTS, LICENSES** | |
| **Title** | **Date Obtained** |
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| **AWARDS, SPECIAL RECOGNITION, SCHOLARSHIPS** |
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| **DIPLOMA** | **Date Obtained** | |
| **Diploma Earned:** Insert diploma type here |  | |
| **Technical Endorsement on Diploma?** | Y | N |