	Work Maturity Skills - Data Collection		ASS			Sys	tem	1 2.0)			
SCHOOL YEAR:				20	2013		20	014 QUARTER:			₹:	1
	STUDENT	NAME:										
	TEACHER	NAME:										
(2) INDEPENDENTLY DEMONSTRATED SKILL (1) DEMONSTRATED WITH PROMPTS (0) UNABLE TO DEMONSTRATE SKILL												
							CADE	MIC W	/EEK			
EEE	Work Maturity Skills		1	2	3	4	5	6	7	8	9	Avg
	1. Dresses appropriately											######
	1.1 Shirt, pants, and shoes met work specifications (style, color, fit)											#####
	1.2 Shirt and pants were wrinkle-free											######
	1.3 Clothes were weather appropriate											######
	1.4 Accessories met work specifications											######
	1.5 Wore required accessories (belt, ID badge)											######
	2. Displays neat, clean appearance											######
ш	2.1 Hair was clean, brushed, and neat 2.2 Face was shaved/Make-up looked natural											######
Ş	2.3 Fingernails were trimmed and clean											######
ADHERENCE	2.4 Fresh scent (deodorant, perfume)	_		1								######
H	2.5 Teeth were brushed and breath was fresh											######
	3. Complies with safety practices											######
POLICY	3.1 Wore the proper safety gear for the task (gloves, goggles, mask, brace)											######
10	3.2 Moved tools, equipment, and other items safely											######
Ь	3.3 Maintained an organized work station											######
	3.4 Complied with important safety signs	_										######
	3.5 Took initiative to fix or report unsafe work conditions											######
	4. Displays appropriate use/care of tools/equipment											######
	4.1 Followed appropriate traffic patterns and avoided collisions 4.2 Handled tools/equipment correctly											######
	4.3 Selected the appropriate tool for the job	_										######
	4.4 Turned tools off and stored them appropriately											######
	4.5 Inspected tools and equipment for broken or missing pieces & reported problem	s										######
	5. Practices punctuality											######
	5.1 Arrived to work and signed in on time											######
	5.2 Initiated break at appropriate time	_										######
	5.3 Returned from break at appropriate time											######
	5.4 Organized work area and returns supplies at end of shift											######
	5.5 Left work and signs out after full shift is complete											######
	6.1 Did not cause distractions at work											######
	6.2 Ignored distractions											######
	6.3 After being interrupted, returned to task											######
	6.4 Finished a task and quickly moved to next task											######
	6.5 Remained focused throughout shift											######
	7. Completes tasks in a timely manner											######
EFFICIENCY	7.1 Completed work within allotted timeframe											######
JE	7.2 Completed priority tasks first											######
ij	7.3 Gathered the appropriate quantity of supplies necessary for the task(s)	_										######
	7.4 Organized the supplies to improve efficiency	_										######
N	7.5 Completed assigned work before helping co-workers with their assignments 8. Follows directions											###### ######
Υ.	8.1 Acknowledged directions	<u> </u>										######
\$AC	8.2 Asked clarifying questions											######
ACCURACY AND	8.3 Employed a strategy to remember directions (verbal rehearsal, rhymes, visuals)											######
	8.4 Followed directions correctly											######
•	8.5 Explained directions to others											######
	9. Completes tasks accurately											######
	9.1 Finished all components of the task (beginning, middle, end)											######
	9.2 Employed strategies to complete task correctly (checklist, schedule, map)								ļ			######
	9.3 Checked work for accuracy			1								######
	9.4 Completed tasks without errors (self-corrected if necessary) 9.5 Remained accurate even when interrupted											######
	10. Works unsupervised	M			 	-	 		1			######

Work Maturity Skills - Data Collection and Assessment System 2.0												
	SCHOOL YEA	R:		20	13	to	20	14	QUA	RTEF	₹:	1
	STUDENT NAME:								•			
	TEACHER NAM	E:										
	(2) INDEPENDENTLY DEMONSTRATED SKILL (1) DEMONSTRATED WITH	PRO	MPT	S (0	UNA	BLE 1	TO DE	MON	STRA	TE SK	(ILL	
	(-)			- (-)				MIC W				
EEE	Work Maturity Skills	4	1	2	3	4	5	6	7	8	9	Avg
	10.1 Completed one task	T										######
	10.2 Completed one task and moved to the next											######
	10.3 Solved problems independently when assistance was unnecessary											######
	10.4 Completed work without disrupting co-workers											######
	10.5 Completed work without becoming distracted											######
	11. Relates with co-workers	D										######
	11.1 Greeted co-workers by name											######
	11.2 Engaged in appropriate, friendly conversation with co-workers	_										######
	11.3 Sustained topic in conversation with co-workers											######
	11.4 After completing assignment, offered to help co-workers	+										######
	11.5 Conversations remained positive 12. Seeks assistance appropriately	1										######
	,											-
	12.1 Requested assistance from co-worker or supervisor when necessary	+	-					-	-			######
	12.2 When co-worker was unable to assist, requested assistance from someone else	-										######
	12.3 Explained the problem when requesting assistance	-										######
	12.4 Waited patiently for assistance with minor problems 12.5 Sought assistance immediately for major problems											######
	13. Cooperates as a team member	$\overline{\mathbf{n}}$										######
	13.1 Stated the goal of the team or company											######
	13.2 Listened to teammates and assisted in the development of a plan to complete task	1										######
	13.3 Completed assigned task as a part of team	1										######
	13.4 Demonstrated respect for every teammate											######
	13.5 Complimented the efforts of the team											######
	14. Interacts appropriately with supervisor	1										######
	14.1 Greeted supervisor by appropriate title											######
LLS	14.2 Exhibited active listening behaviors (eye contact, head nodding, verbal affirmation)											######
SKILLS	14.3 Accepted direction from supervisor respectfully											######
	14.4 Adjusted course of action based on supervisor's direction	_										######
ONAL	14.5 Only sought guidance from supervisor after exhausting other options											######
RSO	15. Accepts constructive criticism	D										######
NTERPER	15.1 Listened to advice calmly											######
ER	15.2 Sought clarification of advice											######
Ξ	15.3 Requested advice											######
	15.4 Accepted advice without making excuses											######
	15.5 Used constructive criticism to make a plan to improve											######
	16. Exhibits flexibility	1										######
	16.1 Accepted change in routine calmly and complied with supervisor's directions											######
	16.2 Remained positive while working on new or different tasks											######
	16.3 When interrupted, completed priority task											######
	16.4 Willingly worked with different co-workers and trainers											######
	16.5 When given a new task, prioritized tasks based on importance											######
	17. Exhibits a desire to improve	D										######
	17.1 Requested additional training on a difficult task	_										######
	17.2 Requested feedback	+										######
	17.3 Recognized areas of challenge	+										######
	17.4 Adjusted approach to tasks based on feedback	+	-					-	-			######
	17.5 Analyzed progress monitoring data to determine strengths and work related goals 18. Displays frustration tolerance	1										###### #######
	18. Displays frustration tolerance 18.1 Conveyed frustration appropriately											######
	18.1 Conveyed rustration appropriately 18.2 Identified and reported cause of frustration	+						1	 			######
	18.3 Employed a strategy to remain calm and cope with frustration	+										######
	18.4 Returned to work after frustrating incident	T										######
	18.5 Demonstrated positive affect after dealing with frustrating incident	1										######
	19. Shows dependability	A										######

Work Maturity Skills - Data Collection and Assessment System 2.0													
SCHOOL YEAR:				2013		to	20	2014 QU		JARTER:		1	
	STUDENT NAME:								•				
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	(2) INDEPENDENTLY DEMONSTRATED SKILL (1) DEMONSTRATED WITH PROMPTS (0) UNABLE TO DEMONSTRATE SKILL												
ACADEMIC WEEK													
EE	Work Maturity Skills	*	1	2	3	4	5	6	7	8	9	Avg	
	19.1 Demonstrated consistent attendance and notified if absence was necessary					_						######	
	19.2 Remained in assigned area							 	\vdash		$\vdash\vdash$	######	
	19.3 Reported events accurately and truthfully							 	-		$\vdash\vdash\vdash$	######	
	19.3 Reported events accurately and trutinully 19.4 Maintained commitments							 	 		$\vdash\vdash$	######	
	19.5 Self-evaluates work for quality indicators							 	 		$\vdash\vdash$	######	
	20. Displays initiative								$+\!-\!\!-\!\!\!-$		igwdap	######	
								 	+		$\vdash \vdash$	######	
	20.1 Initiated work immediately							 	 	-	$\vdash\vdash\vdash$	######	
	20.2 Demonstrated persistance by not giving up							├──	 	 	$\vdash \vdash$	######	
5	20.3 When assignment was complete, initiated the next task	+						 	<u> </u>		$\vdash \vdash$	######	
Z I	20.4 Completed assigned task and then completed a task that is a typical duty	-						 			$\vdash\vdash$	######	
Ĕ.	20.5 Requested training on a new task							 	+		$\vdash \vdash$	######	
Ľ,	21. Exhibits self-confidence 21.1 Conversed with appropriate tone of voice							 	+		$\vdash \vdash$	######	
SELF-RELIANCE		1)						 	<u> </u>		$\vdash \vdash$	_	
	21.2 Demonstrated good posture (standing straight, shoulders back, hands out of po	эскетѕј						 	<u> </u>		$\vdash \vdash$	######	
	21.3 Maintained positive affect through eye contact and smile	+						 	<u> </u>		$\vdash \vdash$	######	
	21.4 Advocated for personal needs and preferences appropriately	+						 	<u> </u>		$\vdash \vdash$	######	
	21.5 Conveyed strengths and weaknesses appropriately							 	 		\vdash		
	22. Solves problems effectively							 	 	 	igwdapprox	######	
	22.1 Identified cause of problem	\longrightarrow						 	 	 	$\vdash \vdash$	######	
	22.2 Solved problem by using job site procedures							├──	 	 	$\vdash \vdash$	######	
	22.3 Solved problem by identifying a model to replicate							├──	 	 	$\vdash \vdash$	######	
	22.4 Selected solution that was effective and efficient							 	<u> </u>	 	$\vdash\vdash\vdash$	######	
	22.5 Identified potential problems and made adjustments to prevent issues		2	_		_	2		<u> </u>			######	
	Total Assessed		0	0	0	0	0	0	0	0	0	######	
	Highest Total Possible		220	220	220	220	220	220	220	220	220		
	Percentage Score Aim		0%	0%	0%	0%	0%	0%	0%	0%	0% 80%	######	
			U/0					<u> </u>	<u> </u>	i	0070		
	100% 90% 80% 70%	turity										•	
	8 60% 40% 30% 20% 10%									——Percentage Score → Aim			
	0% 1 2 3 4 5 Week	6		7	1	8	1	9					