

	Exemplary	Proficient	Developing	Beginning
Competency	4	3	2	1
Performance Measure				

1 Career and Community Opportunities

Seeks information on Job Opportunities	Extensively uses commercial sources and personal networks to inquire and locate information on job opportunities.	Uses commercial sources and personal networks to inquire and locate information on job opportunities.	Makes limited use of commercial sources and/or personal networks to inquire and locate information on job opportunities.	Fails to use commercial sources and personal networks to inquire and locate information on job opportunities.
Analyzes Job Requirements	Analyzes job descriptions to determine requirements and compare effectively with personal strengths and skills to identify matches and gaps.	Analyzes job descriptions to determine requirement and compare effectively with personal strengths and skills.	Identifies job descriptions to determine requirements.	Unable to identify job requirements and determine if personally qualified.
Seeks support for career plans	Extensively seeks out and relies on counseling and mentors to support career plans and advancement.	Seeks counseling and mentors to support career plans.	Makes limited use of others as counselors or mentors to support career plans.	Fails to seek advice from other to support career plans.
Sets and Meets Goals	Sets measurable goals and action steps to accomplish them.	Defines and meets goals using the strategies.	Defines goals and strategies but has not met goals.	Has goals but no strategies to achieve them.

2 Communication and Interpersonal Relationships

Forms Relationships	Makes frequent contact with potential friends, listens, and offers support and assistance regularly.	Greets potential friends, listens, and offers support and assistance when needed.	Seeks out others and may offer support when needed.	Finds it difficult to start or maintain positive relationships.
Listens and Speaks when Appropriate	Engages in conversations/discussions and consistently understands when it is appropriate to speak and when it is appropriate to listen.	Engages in conversations/discussions and understands when it is appropriate to speak and when it is appropriate to listen.	At times, speaks when it is not appropriate and does not listen when it is appropriate.	Often needs to be reminded of appropriate times to speak and appropriate times to listen.
Reads and Interprets Workplace Documents	Reads, interprets, and applies workplace documents correctly and with ease (e.g., instructional manuals, work orders, invoices, memorandums).	Reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Reads but misinterprets and misapplies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Incorrectly reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).
Writes Clearly in Workplace Documents	Consistently writes clearly, uses correct grammar, and understands the intended audience of documents that are produced.	Writes clearly, generally using correct grammar, and understands the intended audience of the document produced.	Produces a document that is mostly well written but, sometimes uses incorrect grammar; shows general understanding of the intended audience.	Produces a document that is unclear, uses incorrect grammar, and shows a misunderstanding of the intended audience.
Listens and Cooperates With Team Members	Consistently listens to others and their ideas; helps the team reach its full potential.	Listens to others' points of view and makes a definite effort to understand their ideas.	Sometimes listens to others, but often assumes others' ideas will not work. Tries to work well with the team.	Does not listen to group's opinions and ideas; wants things done own way.

CTE Middle Level Assessment

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Competency	Exemplary	Proficient	Developing	Beginning
	4	3	2	1
Performance Measure				
Works Effectively with Diverse Teams	Always listens to, shares with, and supports the efforts of others. Uses respectful and appropriate statements, responses, and body language.	Listens to, shares with, and supports others. Statements and responses are respectful, and appropriate body language is exhibited.	Most statements, responses, and body language are respectful, with only an occasional negative tone. Does not always listen to, share with, or support the efforts of others.	Statements, responses, and/or body language are not respectful. Rarely listens to, shares with, and supports the efforts of others.

3 Financial and Consumer Literacy

Manages Personal Finances	Consistently manages spending habits within resources, uses personal financial tools and services effectively.	Manages spending habits within resources, uses personal financial tools and services effectively.	Is conscious of personal spending but occasionally exceeds resources.	Spends personal resources carelessly.
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4 Health, Safety and Wellness

Maintains Health	Seamlessly manages health (e.g., sets fitness goals, eats healthfully) with clear insight on its effect on work-related tasks.	Manages health (e.g., sets fitness goals, eats healthfully) and understands its effect on work-related tasks.	Minimally manages health, with some effect on negative work-related tasks.	Fails to manage health, with resulting negative effect on work-related tasks.
Practices Workplace Safety	Follows and models safety standards and instructor and manufacturer guidelines.	Follows safety standards and instructor and manufacturer guidelines.	Often follows safety standards and instructor and manufacturer guidelines.	Often disregards safety standards and instructor and manufacturer guidelines.
Uses Technology and Tools Appropriately	Consistently selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work efficiently and productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	Rarely selects and uses technological resources correctly (e.g., equipment, machines, tools, electronics) to accomplish work.

5 Problem Solving and Innovation

Resolves Problems that Arise in Completing Tasks	Easily and quickly identifies resources that may help solve a specific problem and applies critical thinking to using that resources effectively.	Identifies resources that may help solve a specific problem and applies critical thinking to using that resources correctly.	Sometimes identifies resources that may help solve a specific problem but does not apply critical thinking to using that resources.	Neither identifies resources that may help solve a specific problem nor applies critical thinking to aid in problem-solving.
Contributes New Ideas	Appropriately contributes new and innovative ideas based on reliable resources.	Often contributes new and innovative ideas based on known and reliable resources and skills.	Contributes some new and innovative ideas based on known resources and skills.	Rarely contributes new ideas as skills and resources are not developed enough.
Demonstrates Originality and Inventiveness	Consistently demonstrates creativity in a variety of situations.	Demonstrates creativity in many situation.	Demonstrates creativity but does not always understand how to express it.	Does not demonstrate creativity.

6 Sustainability

	Exemplary	Proficient	Developing	Beginning
Competency	4	3	2	1
Performance Measure				
Demonstrates Understanding of the System and Environment Influencing the Organization	Consistently acknowledges the economic, political, and social relationships that impact multiple levels of an organization and uses this knowledge in interactions within the group (e.g., local, national, international).	Acknowledges the economic, political, and social relationships that impact multiple levels of an organization (e.g., local, national, international).	Acknowledges some social relationships that impact multiple levels of an organization.	Does not acknowledge social relationships that impact multiple levels of an organization.
Makes Connections Between Work and Needs of Community	Easily and accurately describes how work products and services benefit the community.	Describes how work products and services benefit the community.	See some connection in how work products and services benefit the community.	Fail to understand how work products and services benefit the community.
Contributes to Well-being of Community	Is a strong advocate for the community and always acts in a manner that benefits the community.	Understands responsibility of the individual to the community and acts in a manner that benefits the community.	Usually considers the well-being of the community even if occasionally acts in self-interest.	Favors self-interest over the well-being of the community.
Sees Consequences of Actions	Consistently considers the implications and consequences of actions.	Considers the implications and consequences of actions.	Occasionally acts in ways that fail to anticipate consequences.	Acts impulsively and fails to consider consequences of actions.

7 Cross-cutting Work Habits

Follows Procedures	Consistently and conscientiously follows all established procedures, avoids taking shortcuts or ignoring rules.	Follows all established procedures, avoids taking shortcuts or ignoring rules.	Usually follows established procedures.	Is unaware of and/or ignores procedures.
Manages Time to Complete Tasks by Deadline	Completes work ahead of schedule by creating a plan to finish early.	Completes work on time by using time management skills.	Completes work on time with reminders and supervision.	Rarely completes work on time; fails to use time management skills.
Exhibits High-Quality Work	Always meets or exceeds expectations for completion of products or delivery of services.	Meets expectations for completion of products or delivery of services.	Meets expectations for completion of products or delivery of services with supervision.	Struggles to meet expectations for completion of products or delivery of services.
Is Accountable for Results	Always accepts responsibility for results, sees opportunity to learn from failures.	Accepts responsibility for results, does not use excuses or blame others.	Takes limited responsibility for incomplete work or poor results. Offers excuses.	Does not take responsibility for poor work. Uses excuses or blames others.
Analyzes Critical Information	Thoroughly evaluates the reliability of the source and the information researched using internal and external validation.	Thoroughly evaluates information researched using internal and external validation.	Evaluates information researched but not thoroughly.	Does not evaluate information.
Uses Technology and Tools Appropriately	Consistently selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work efficiently and productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	Rarely selects and uses technological resources correctly (e.g., equipment, machines, tools, electronics) to accomplish work.

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	Exemplary	Proficient	Developing	Beginning
Competency	4	3	2	1
Performance Measure				
Acts Responsibly in the Interests of Others	Contributes extensively to a community organization or event; thoughtfully reflects on the importance of own actions within the community.	Contributes to a community organization or event and reflects on the importance of personal involvement within the community.	Participates in, but does not contribute to, a community organization or event and attempts to reflect on personal involvement within the community.	Does not contribute to a community organization or event or reflect on the importance of involvement within the community.
Uses Technology to Locate and Evaluate Information	Effectively and consistently uses multiple technology tools to collect, organize, evaluate, and/or communicate information.	Uses technology effectively as a tool to collect, organize, evaluate, and/or communicate information.	Uses popular technology tools to collect and/or communicate information.	Attempts to use technology to collect and/or communicate information are ineffective.