3b Meets Workplace Expectations

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Is late or absent frequently ☐ Is not prepared for work tasks ☐ Is rude or disrespectful to others and disrupts team work efforts	**Indicators** ☐ Arrives on time consistently and is typically prepared ☐ Complies with workplace policies ☐ Is not rude or disrespectful to others	**Indicators** ☐ Models appropriate behavior with respect to workplace expectations ☐ Contributes to workplace success, culture, and established protocols	**Indicators** ☐ Demonstrates commitment through work ethic and professional behavior ☐ Contributes to the expectations of health, safety, human resource, and environmental regulations

3c Civic Responsibility

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Mocks those that volunteer or provide service to others	**Indicators** ☐ Participates as a useful team member	**Indicators** ☐ Engages in service opportunities – through work and/or the community	**Indicators** ☐ Volunteers for leadership roles and extra service on teams and committees

Standard 4: Makes sense of problems and perseveres in solving them

4a Perceptiveness

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Seldom notices when problems arise	**Indicators** ☐ Accurately defines a problem or issue	**Indicators** ☐ Recognizes the factors that contribute to a problem or issue	**Indicators** ☐ Identifies and clarifies problems or issues and seeks to understand their cause

4b Problem Solving

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Uses poor judgment in attempting to solve problems	**Indicators** ☐ Knows when to solve problems on own and when to engage others	**Indicators** ☐ Generates more than one potential solution to an identified problem	**Indicators`** ☐ Evaluates solutions and determines the potential value toward solving the problem.

4c Perseverance/Work Ethic

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Must be reminded frequently to complete work tasks ☐ Gives up quickly when faced with a setback	**Indicators** ☐ Executes a task to completion with direction to do so ☐ Demonstrates some resilience before giving up on a difficult task	**Indicators** ☐ Requires minimal supervision to successfully complete tasks on schedule ☐ Overcomes setbacks to continue to work toward completion of assigned tasks	**Indicators** ☐ Prioritizes tasks to complete assigned work ☐ Consistently exhibits perseverance when dealing with issues or problems to complete assigned tasks

Standard 5: Uses critical thinking

5a Critical Thinking

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Makes decisions based on emotional reaction or with very limited information	**Indicators** ☐ Uses logic when making decisions on own	**Indicators** ☐ Reasons through decisions and considers more than one perspective	**Indicators** ☐ Uses cause-and-effect analysis and feedback from others in making decisions

5b Decision-Making

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Does not consider the impact of their decisions ☐ Makes decisions without considering others' input or ideas	**Indicators** ☐ Thinks through multiple outcomes before making a decision	**Indicators** ☐ Develops a rationale before making a decision ☐ Follows a decision-making process before making a final decision	**Indicators** ☐ Identifies a thorough and complete course of action that considers impact on others, risks to success, and potential impact before making a decision

5c Adaptability

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Struggles to manage new methods or adapt to use of new skills or systems	**Indicators** ☐ Willing to learn new knowledge, tasks and/or skills	**Indicators** ☐ Considers multiple and diverse points of view ☐ Seeks out new knowledge and skills or ways to improve to be more effective	**Indicators** ☐ Adapts well to change and accepts new ideas and processes ☐ Demonstrates ability to organize priorities in an ambiguous situation/environment

Standard 6: Demonstrates innovation and creativity

6a Creativity

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Does not appreciate new or creative ideas of others	**Indicators** ☐ Is open to new and creative ideas	**Indicators** ☐ Appreciates new and creative ideas from others	**Indicators** ☐ Contributes creative ideas to improve or add value

6b Innovation

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Discourages others from offering ideas to improve processes ☐ Takes reckless risks in introducing new ideas into the process	**Indicators** ☐ Willingly shares ideas for improvement when requested ☐ Knows when to move from idea to implementation	**Indicators** ☐ Recognizes and communicates when a process could be improved ☐ Accepts and incorporates constructive criticism into proposed ideas	**Indicators** ☐ Determines feasibility of improvements or ideas prior to sharing with others ☐ Understands how to take informed risks to introduce innovation or a new idea

Standard 7: Models ethical leadership and effective management

7a Leadership

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Creates negative relationships with others	**Indicators** ☐ Engages the support and/or action of others to accomplish a task	**Indicators** ☐ Fosters positive working relationships ☐ Demonstrates servant leadership attributes	**Indicators** ☐ Models the positive attributes of effective leaders (e.g., empathy, motivation, communication skills, social awareness)

7b Ethics

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Practices unethical and/or illegal behavior	**Indicators** ☐ Practices ethical behavior and complies with the codes of conduct	**Indicators** ☐ Considers the ethical implications and impact on personal reputation of decisions	**Indicators** ☐ Reports and/or holds others accountable to ethical behavior

7c Management

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Often refuses to accept leadership role with others on projects	**Indicators** ☐ Uses personal management skills to ensure effective daily functioning	**Indicators** ☐ Recognizes the difference between leadership and management of others ☐ Manages small teams to complete tasks with minimal coaching/assistance	**Indicators** ☐ Organizes and manages teams to accomplish stated objectives on time and on budget

Standard 8: Works productively in teams and demonstrates cultural competency

8a Teamwork

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Contributes little to team efforts and causes distraction or disruption to team activities	**Indicators** ☐ Plays a useful and constructive role on teams	**Indicators** ☐ Recognizes own limitations and the strengths of others to utilize the best people for tasks on a team	**Indicators** ☐ Works to engage others on the team to ensure consensus

8b Conflict Resolution

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Creates personal conflict with others	**Indicators** ☐ Treats team members as professionals when there is disagreement	**Indicators** ☐ Proactively addresses potential source(s) of conflict with others	**Indicators** ☐ Negotiates conflict among others and/or between others

8c Social and Cultural Competence

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators	**Indicators**	**Indicators**	**Indicators**

☐ Is disrespectful to people with different backgrounds, beliefs and experiences	☐ Shows respect and interacts positively with people of different backgrounds, beliefs and experiences	☐ Uses awareness of world cultures and languages to effectively communicate with others	☐ Is aware of issues in society that impact the work of the organization

Standard 9: Utilizes technology

9a Data Gathering

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Poorly manages data	**Indicators** ☐ Uses a consistent and effective approach for managing data	**Indicators** ☐ Uses a variety of effective methods to search for valid, relevant data	**Indicators** ☐ Develops methods/processes to managing data

9b Access and Management

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Lacks knowledge and skill about the computer and Internet resources	**Indicators** ☐ Uses computer and Internet protocols that ensure cyber security and confidentiality	**Indicators** ☐ Demonstrates ongoing knowledge and skill development to access and manage data and technology	**Indicators** ☐ Finds innovative uses of technology to make tasks more efficient

9c Tools and Applications

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Cannot utilize the technology tools typically required in the occupation	**Indicators** ☐ Demonstrates use of technology-related tools typically required in the occupation	**Indicators** ☐ Demonstrates ongoing knowledge and skill development to use technology-related tools typically required in the occupation	**Indicators** ☐ Utilizes and is proficient with current hardware and software to effectively and efficiently use technology

9d Technology Ethics

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Uses unsafe and reckless habits in using the computer and Internet resources	**Indicators** ☐ Follows organizational policies on the acceptable use of technology	**Indicators** ☐ Understands the ethical issues related to privacy and intellectual property in data and technology applications	**Indicators** ☐ Evaluates Internet resources for reliability and validity

Standard 10: Manages personal career development

10a Planning

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Has little sense of career goals or path	**Indicators** ☐ Has career goals and/or objectives ☐ Understands the requirements and working conditions of the occupation	**Indicators** ☐ Researches occupations and employers and is intentional about a career with chosen organization	**Indicators** ☐ Maintains a career development plan including identifying experiences to gain new knowledge and skills

10b Job Seeking, Résumés, Portfolios and Interviews

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Is unable to explain how experiences or credentials relate to ability to perform the occupation ☐ Is inappropriately dressed and presents self in unprofessional manner	**Indicators** ☐ Communicates relevant work experiences, licenses, certifications, and or examples to demonstrate competence in performing occupation ☐ Presents self in an appropriately professional manner	**Indicators** ☐ Researches occupations and employers and is intentional about a career with chosen organization ☐ Prepares a professional résumé appropriate for the occupation	**Indicators** ☐ Markets self effectively to gain employment and be considered for additional opportunities ☐ Maintains a professional portfolio of experiences, credentials, certificates, and projects/products

10c Professional Development

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Has little sense of career goals or path	**Indicators** ☐ Searches for experiences to further develop skills for employment	**Indicators** ☐ Understands available advancements and is willing to put in the effort and experience to have the opportunity to attain them	**Indicators** ☐ Actively participates in opportunities to learn and develop new skills both personally and professionally

Standard 11: Attends to personal and financial well-being

Personal Well-Being

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators ☐ Uses drugs, alcohol or other prohibited substances at work or in a manner that impact performance	**Indicators** ☐ Recognizes the importance of personal well-being on performance ☐ Builds positive, personal relationships with at least one other person	**Indicators** ☐ Follows a personal wellness plan that includes healthy eating, exercise and disease prevention ☐ Maintains a supportive network of co-workers	**Indicators** ☐ Recognizes the value of a wide range of knowledge and experiences from the arts, culture and humanities to promote intellectual curiosity

Financial Well-Being

Level 0 (not proficient)	Level 1	Level 2	Level 3
Indicators	**Indicators**	**Indicators**	**Indicators**

☐ Allows personal financial situation to negatively impact performance	☐ Understands the responsibilities of personal financial well-being	☐ Maintains a good credit rating through effective financial management ☐ Utilizes available resources to help with personal financial planning and well-being	☐ Utilizes available resources to help with personal financial planning and well-being ☐ Utilizes a budget and financial management protocols

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