

# KSD Employability and Life Skills Assessments

Standard	1 = Far Below Standard	2 = Below Standard	3 = Meets Standard	4 = Exceeds Standard
<b>Work Habits and Attitudes</b>	Reluctant to begin and complete tasks without prompting. Has difficulty adjusting to change. Uses time poorly.	Usually needs reminders to stay on task. Needs to use time more effectively.	Demonstrates initiative, task completion, and efficient time management. Adjusts to new situations.	Shows initiative. Hustles to complete assigned tasks. Responds well to changes. Maximizes time available. Goes beyond expectations.
<b>Cooperation</b>	Uncooperative and disrespectful in working with others. Disruptive to group efforts.	Reluctant to work with others. Improvement needed in treating others with respect. Rarely contributes to group efforts.	Consistently works well with others and is respectful. Contributes positively to group efforts.	Facilitates respectful environment. Addresses and resolves conflict positively. Always plays a pivotal role in success of group efforts.
<b>Commitment to Quality</b>	Assignments not completed as per requirements. Does not evaluate work and ignores feedback.	Demonstrates little effort in assignments. Does not meet minimum requirements. Is not careful and accurate with details. Completes work inconsistently.	Assignments consistently meet requirements. Checks work; accurate and conscientious about work quality.	Always turns in assignments with outstanding accuracy and thoroughness. Exceeds requirements. Consistently completes assignments according to the highest quality standards.
<b>Productivity</b>	Turns in little or no work. Demonstrates poor safety habits. Misuses supplies/equipment.	Does not turn in work regularly. Follows directions inconsistently.	Good worker. Turns in required work on time. Follows safety guidelines. Actively participates and contributes in a dependable manner.	Excellent worker. Turns in all work on time. Seeks and completes additional learning opportunities.
<b>Attendance and Punctuality</b>	Excessive absences and tardies make it difficult to contribute in class and are a serious obstacle to successful classroom performance. Student refuses to accept responsibility of making up missed work.	Absences and tardies impact opportunity to contribute in class and noticeably impact classroom performance. Student needs occasional reminders before missed work is made up.	Attends class, arrives and leaves on time, notifies instructor in advance of planned absences, and seeks out and makes up missed work.	Exemplary self-discipline related to attendance and punctuality. Willingness to put in additional time.

