Career Ready Practice

2. Apply Appropriate Academic and Technical Skills

Career-ready individuals readily access and use the knowledge and skills acquired through experience and education to be more productive. They make connections between abstract concepts with real-world applications and they make correct insights about when it is appropriate to apply the use of an academic skill in a workplace situation.

Points Given

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	
Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.	Correctly uses mathematical reasoning and processes to accomplish job-specific tasks without aid (e.g., using geometry and algebra to complete career computations).	Correctly uses mathematical reasoning and processes to accomplish job-specific tasks with occasional aid. (e.g., using geometry and algebra to complete career computations).	Uses mathematical reasoning and processes to accomplish job-specific tasks with occasional errors. (e.g., using geometry and algebra to complete career computations).	Does not understand how to apply mathematical reasoning and processes to accomplish job-specific tasks. (e.g., using geometry and algebra to complete career computations).	**Math skills**	
Demonstrate resourcefulness by contributing new ideas and working with initiative.	Appropriately contributes new and innovative ideas based on known and reliable resources and skills with great effect.	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 and innovative ideas as previous skills and resources are not developed enough.	**Using past knowledge**	
Demonstrate effective reading skills by interpreting workplace documents.	Correctly reads, interprets, and applies workplace documents with ease (e.g., instructional manuals, work orders, invoices, memorandums).	Reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Sometimes reads, 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).	**Reading and interpreting**	

9.1.18

Demonstrate effective writing skills by interpreting workplace documents and writing clearly.	Consistently writes clearly, uses correct language, and understands the intended audience of documents that are produced.	Writes clearly, often using correct language, and understands the intended audience of a document produced.	The document produced is usually clearly written, sometimes using incorrect language, and with general understanding of the intended audience.	The document produced is unclear, often using incorrect language, and with general misunderstanding of the intended audience.	**Writing**	
Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.	Easily and quickly identify resources that may help solve a specific problem and apply critical thinking to using that resource effectively.	Identify resources that may help solve a specific problem and apply critical thinking to using that resource correctly.	Sometimes identifies resources that may help solve a specific problem but does not apply critical thinking to using that resource.	Neither identifies resources that may help solve a specific problem nor applies critical thinking to aid in problem solving.	**Problem solving and critical thinking**	
Demonstrate proficiency with job-specific technologies by selecting and using technological resources to accomplish work responsibilities in a productive manner.	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 correct technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	**Using resources to complete work**	

Total Points Given:_____ / 6 = ☐ **Score.**