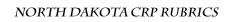# Career Ready Practice

1. Act as a Responsible and Contributing Citizen and Employee

Career-ready individuals understand the obligations and responsibilities of being a member of a community, and they demonstrate this understanding every day through their interactions with others. They are conscientious of the impacts of their decisions on others and the environment around them. They think about the near-term and long-term consequences of their actions and seek to act in ways that contribute to the betterment of their teams, families, community, and workplace. They are reliable and consistent in going beyond the minimum expectation and in participating in activities that serve the greater good.

Points Given

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	
Conduct self in a respectable, appropriate manner and with proper appearance.	Demonstrates appropriate appearance and behavior in various settings. Always acts respectfully towards others.	Demonstrates appropriate appearance and behavior. Acts respectfully towards others.	Attempts to demonstrate appropriate appearance and behavior. Occasionally acts respectfully towards others.	Does not demonstrate appropriate appearance or behavior. Often does not act respectfully towards others.	**Appropriate appearance and behavior**	
Work positively.	Has a positive outlook and creates a positive work environment for all involved while working on projects.	Is constructive with criticism when working with others. Has a positive attitude towards tasks, projects and others.	Occasionally has a negative attitude towards tasks, projects, and/or others.	Typically is negative toward tasks, projects, and/or others.	**Attitude**	
Work ethically.	Consistently applies ethics to all aspects of work.	Applies values and ethics to all work completed.	At times, does not apply ethics while working on tasks, projects or with others.	Does not apply ethics while working on tasks, projects, or with others.	**Ethical**	
Adapt to varied roles, responsibilities, schedules, and contexts.	Readily adapts to varied roles, responsibilities, schedules, and contexts in a variety of conditions.	Adapts to varied roles, responsibilities, schedules, and contexts.	Attempts to adapt to varied roles, responsibilities, schedules, and contexts.	Does not attempt to adapt to varied roles, responsibilities, schedules, or contexts.	**Adaptability in position**	

9.1.18

Work effectively in a climate of ambiguity and changing priorities.	Works effectively in a climate of ambiguity and changing priorities in a variety of conditions.	Works effectively in a climate of ambiguity and changing priorities.	Attempts to work effectively in a climate of ambiguity and changing priorities.	Does not work well in a climate of ambiguity and changing priorities.	**Adaptability to change**	
Utilize time and manage workload efficiently.	Completes tasks ahead of schedule by creating a plan and scheduling time to complete the work.	Completes work on time by taking advantage of the time provided and by using time management skills.	Occasionally completes work on time.	Never completes work on time and does not use time management skills.	**Time management in work**	
Maintain focus and manages projects effectively.	Consistently stays focused, prioritizes tasks, recognizes time constraints of projects; estimates time to completion; and avoids distractions while meeting deadlines.	Stays focused throughout the project and develops a timeline of the work to be completed.	Occasionally off task in regards to accomplishing the overall project. Thus, only a portion of the project is completed.	Always off task and does not complete the project.	**Focusing on a project**	
Is accountable for results.	Consistently and accurately completes tasks and takes responsibility for work.	Takes responsibility for work completed and not completed.	Takes limited responsibility for not completing work.	Does not take responsibility for completed or uncompleted work.	**Responsibility**	
Inspire others to reach their very best via example and selflessness.	Sets aside personal needs and inspires others to perform to their best abilities no matter the obstacles or considering their own success.	Provides inspiration by demonstrating to others to perform at their best abilities no matter the obstacles before them.	Sometimes inspires others to perform at their best abilities but sometimes allows selfish needs to take precedent.	Fails to inspire others and allows selfish needs to rule all decisions made.	**Inspiring others through selflessness**	

9.1.18

Demonstrate integrity and ethical behavior in using influence and power.	When in a position of leadership, consistently behaves ethically and with integrity to motivate others to work to their full potential.	Often applies integrity and ethical behavior in leadership positions, thereby influencing others to do likewise.	At times does not apply ethics or integrity to their decisions or actions in positions of leadership.	When in position of leadership, shows no signs of integrity or ethical behavior.	**Leadership**	
Demonstrate learning acquisition and application skills by requesting help when needed and then contributing to the success of the group by assisting others.	Consistently requests help at appropriate times and when needed (e.g., asking questions after consulting manuals on policies and procedures, knowing when to seek help from others or supervisors).	Usually requests help at times when needed (e.g., asking questions after consulting manuals on policies and procedures, knowing when to seek help from others or supervisors).	Sometimes requests help when needed (e.g., asks questions before consulting manuals on policies and procedures, sometimes seeks help from others or supervisors).	Does not request help when needed (e.g., doesn't ask questions of others or supervisors).	**Appropriate questioning**	
Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace.	Easily identifies "big picture" issues and goals and can define vision and mission statements (e.g., the organization's structure, culture, policies, and procedures, as well as its role and status within the industry, economy, and community).	Identifies most "big picture" issues and goals and can generally define vision and mission statements. (e.g., the organization's structure, policies, and procedures, as well as its role within the industry and community).	Identifies few "big picture" issues and goals and can marginally define vision and mission statements. (e.g., the organization's policies and procedures, as well as its role within the community).	Can't identify "big picture" issues and goals and cannot define vision and mission statements.	**Understanding the system**	

Total Points Given:_____ / 12 = ☐ **Score.**

9.1.18