

Work Readiness Skills Chart

Skill/Behavior	Level of Achievement Benchmark	Means of Measurement/Assessment (Post-Assessment Rating Sheet)
Making Career Decisions	Score of 80 %	"Making Career Decisions"
Using Labor Market Information	Score of 80 %	"Using Labor Market Information"
Preparing Resumes	Score of 80 %	"Preparing Resumes"
Filling Out Application	Score of 80 %	Filling Out Application
Interviewing	Score of 80 %	"Interviewing/Follow-Up Letters"
Survival/Daily Living Skills	Score of 80 %	"Survival/Daily Living Skills"
Being Consistently Punctual	Score of 90 %	"Being Consistently Punctual"
Maintaining Regular Attendance	Score of 90 %	"Maintaining Regular Attendance"
Demonstrating Positive Attitudes/Behavior	Score of 80 %	"Demonstrating Positive Attitudes/Behavior"
Presenting Appropriate Appearance	Score of 80 %	"Presenting Appropriate Appearance"
Exhibiting Good Interpersonal Relations	Score of 80 %	"Interpersonal Relations"
Completing Tasks Effectively	Score of 80 %	"Completing Tasks Effectively"