

**PONAGANSET HIGH SCHOOL
INTERNSHIP ESSENTIAL SKILLS ASSESSMENT**

<p>The Career Ready Essential Skills incorporate the importance of work place expectations as a vital part of preparing students for life after high school.</p> <p>Grading Scale E = EXCEEDS EXPECTATIONS M = MEETS EXPECTATIONS N = NEEDS IMPROVEMENT U = UNACCEPTABLE</p>	E	M	N	U
Criteria				
1. Attendance – Comes to work when scheduled, arrives and leaves on time, notifies business or agency in advance of unplanned absences.				
2. Character – Displays loyalty, honesty, trustworthiness, dependability, reliability, initiative, and self-discipline.				
3. Appearance – Displays appropriate dress, and grooming for the workplace.				
4. Attitude – Demonstrates a positive attitude; appears self-confident; has realistic expectations of self.; motivated.				
5. Productivity – Follows all safety practices; keeps work areas efficient; follows directions and procedures; work shows effort.				
6. Organizational Skills – Demonstrates skills in prioritizing and management of time and stress; demonstrates flexibility in handling change; demonstrates ability to think critically.				
7. Communication – Displays appropriate nonverbal (eye contact, body language) and oral (listening and grammar) skills.				
8. Cooperation – Emotionally calm, patient and supportive; appropriately handles constructive criticism, conflicts; demonstrates problem-solving capability; maintains appropriate relationships with supervisors and/or peers; works well in small and large groups alike.				
9. Respect – Deals appropriately with cultural/racial/gender/age diversity; does not engage in mistreatment or harassment of any kind. Is especially courteous and cooperative with all adults.				
10. Teamwork – Respects the rights of others; respects confidentiality; is a team player; is cooperative; is assertive; displays positive customer service attitude; seeks opportunities to learn and demonstrate exemplary behavior.				

Student: _____ **Grade:** _____ **Date:** _____

Supervisor: _____ **Phone:** _____

Email: _____