

Employability and Foundational Academic Standards: Alternate Assessment		
PERSONAL QUALITIES AND PEOPLE SKILLS		
		POSITIVE WORK ETHIC
EA	001	Uses directions provided for completing a job/task
EA	002	Keeps up with personal belongings and tools at school and work
EA	003	Arrives on time and maintains punctuality at school and work
EA	004	Maintains good attendance at school and work
EA	005	Assumes responsibility for behavior and actions at the worksite (e.g., manages emotions)
EA	006	Exhibits a good outlook toward work assignments
EA	007	Meets work standards for the amount of work to complete and how well it is done
		INTEGRITY
EB	001	Follows rules at the worksite
EB	002	Exhibits loyalty to the employer
EB	003	Practices ethical behavior
		TEAMWORK
EC	001	Shares ideas and suggestions when making decisions as a group
EC	002	Works cooperatively with others
EC	003	Respects the opinions of other people in the workplace
		SELF-REPRESENTATION
ED	001	Demonstrates the use of good manners
ED	002	Dresses appropriately
ED	003	Greets people in a polite and courteous way
FOUNDATIONAL ACADEMIC SKILLS		
		SPEAKING AND LISTENING
EE	001	Asks questions and seeks guidance at worksite
EE	002	Gets information from supervisors
EE	003	Uses a variety of communications skills (e.g., talking, listening, reading, facial and body language)
EE	004	Knows how to listen and when to ask questions
		READING AND WRITING
EF	001	Uses charts, guides, and written directions to complete tasks and work assignments (utilizing, when necessary, assistive technology)
EF	002	Completes forms and other materials pertaining to time worked, leave and other required information for employer or school
		MATHEMATICS
EG	001	Uses basic math skills needed to complete assignments at school and work
EG	002	Makes a simple budget and keeps track of money and expenses
		TECHNICAL LITERACY
EH	001	Uses various technology tools in completing tasks
EH	002	Uses social media in a proper manner at school and work
EH	003	Follows direction when using the Internet at school and work
EH	004	Follows direction when using cell phones and e-mail appropriately at school and work

WORKPLACE KNOWLEDGE SKILLS		
		CRITICAL THINKING AND PROBLEM SOLVING
EI	001	Recognizes and uses symbols, signs, and maps when traveling to and from a job
EI	002	Participates in solving problems
		HEALTH AND SAFETY
EJ	001	Knows, follows and practices safety rules at the worksite
EJ	002	Uses equipment and supplies safely as directed by teacher, supervisor or other adult
		JOB ACQUISITION AND ADVANCEMENT
EK	001	Identifies job that use personal talents and interests
EK	002	Uses proper guidelines in applying for a job
EK	003	Listens to questions and answers questions with more than one word during an interview
EK	004	Develops training plan for occupational work experience(s)
		TIME, TASK, AND RESOURCE MANAGEMENT
EL	001	Uses time wisely at the worksite
EL	002	Follows directions for recording time at work
EL	003	Meets timelines for completing assigned tasks
EL	004	Leaves and returns from breaks on time