



Right Track Work Readiness Recommendation

Rating Date: _____

Name of Student/Young Adult: _____ Age: _____

Name of Rater: _____ School/Organization/Company: _____

Relationship to Student/Young Adult (check one):

- Teacher—please indicate subject and grade taught: _____ College-Career Advisor
 Counselor Other: _____

Length of time you have engaged with this student/young adult? _____ weeks _____ months _____ years

(Include all instances where you were involved with this student or young adult's development)

DIRECTIONS:

You have been selected to review this student's preparedness for job placement with the City of Saint Paul's Right Track program based on your sustained role in their academic, workforce or personal development. This recommendation form targets 35 specific skills that have been deemed critical for career readiness and on-the-job performance. Please use the provided scale to mark how this student reliably performs on these skills.

ASSESSMENT SYSTEM KEY:

NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
<p>You've just begun: Person is new to or inexperienced at applying skill. Person does not yet demonstrate basic skill proficiency.</p>	<p>You're getting there: Person is beginning to demonstrate skill proficiency. Skill is arising but is not demonstrated each time the skill is required by the task or situation.</p>	<p>You've got it: Person consistently demonstrates skill proficiency needed for the task or situation.</p>	<p>You're good at it: Person demonstrates more advanced skill mastery. Person applies skill to more complex tasks or situations.</p>	<p>You're really good at it: Person applies the highest level of skill mastery in the most complex tasks or situations. May serve as a model for others.</p>	<p>Rater did not have an opportunity to observe the skill. This rating differs from Novice level where person being assessed was provided an opportunity to demonstrate the skill and did "not yet demonstrate basic skill proficiency."</p>

ASSESSMENT (continued on next page)

Personal Mindset	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Needs minimal supervision to complete tasks.						
» Attempts to complete tasks independently before asking for help.						
» Follows rules/directions as required by the task/situation.						
» Maintains focus on tasks despite internal (e.g., emotional) and/or external distractions.						
» Avoids actions that have produced undesirable consequences or results in the past.						
» Strives to overcome barriers/set-backs, seeking assistance when needed.						
» Adapts approach in response to new conditions or others' actions.						

Planning for Success	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Sets and prioritizes goals that reflect a self-awareness of one's capabilities, interests, emotions, and/or needs.						
» Breaks goals into actionable steps.						
» Accurately estimates level of effort and establishes realistic timelines.						
» Manages time to complete tasks on schedule.						
» Applies existing/newly acquired knowledge, skills, and/or strategies that one determines to be useful for achieving goals.						
» Monitors progress and own performance, adjusting approach as necessary.						
» Demonstrates a belief that one's own actions are associated with goal attainment.						

ASSESSMENT cont'd

Social Awareness

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Recognizes the consequences of one's actions.						
» Balances own needs with the needs of others.						
» Takes into consideration others' situations/feelings.						
» Develops and implements strategies for navigating in different contexts (i.e., manages different patterns of behavior, rules, and norms).						

Verbal Communication

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Organizes information that serves the purpose of the message, context, and audience.						
» Uses and adjusts communication strategies as needed based on the purpose of the message, context, and audience.						
» Signals listening according to the rules/norms of the context and audience.						
» Seeks input to gauge others' understanding of the message.						
» Asks questions to deepen and/or clarify one's understanding when listening to others.						

Collaboration

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Completes tasks as they have been assigned or agreed upon by the group.						
» Helps team members complete tasks, as needed.						
» Encourages the ideas, opinions, and contributions of others, leveraging individual strengths.						
» Provides feedback in a manner that is sensitive to others' situation/feelings.						
» Clarifies areas of disagreement/conflict that need to be addressed to achieve a common goal.						
» Seeks to obtain resolution of disagreements/conflicts to achieve a common goal.						

Problem Solving

	NOVICE	EMERGING	CAPABLE	SKILLED	EXPERT	NOT OBSERVED
» Defines problems by considering all potential parts and related causes.						
» Gathers and organizes relevant information about a problem from multiple sources.						
» Generates potential solutions to a problem, seeking and leveraging diverse perspectives.						
» Identifies alternative ideas/processes that are more effective than the ones previously used/suggested.						
» Evaluates the advantages and disadvantages associated with each potential solution identified for a problem.						
» Selects and implements best solution based on evaluation of advantages and disadvantages of each potential solution.						

(Optional) Please describe 1-2 examples of how you have observed the student demonstrate one or more of these skills in the last 6 months: