



Dover Regional Career Technical Center

Work Skills Practices



Exceptional (4)

Accomplished (3)

Developing (2)

Beginner (1)

No Evidence (0)

The traits in the column are considered **beyond competent**, they represent **excellence**

The traits in this column represent a **minimum level of competence** necessary to start a career

COLLABORATION / TEAMWORK

Be an **impactful** collaborator and **leader** by:

- * Embracing (and negotiating) the ideas of fellow team members including when trying to build consensus.
- * Seeking out and finding the right team members to best compliment you and your team.
- * Encouraging but also challenging team members (when appropriate) to push the team forward.
- * Selflessly assuming and embracing different roles.
- * Stepping up and putting forth additional efforts to support the group through hard times and deadlines.

Be an **acceptable** team member by:

- * Being considerate and working well with others.
- * Seeking appropriate teammates to work with you.
- * Supporting the work and efforts of leaders.
- * Completing your fair share of responsibilities.
- * Encouraging the participation of others.
- * Providing good feedback to others.
- * Actively listening, and contributing accordingly.
- * Caring about the health and safety of others.
- * Bringing positive energy to your work-team

GROWTH MINDSET

Be someone who fully embraces growth and improvement by:

- * Embracing struggles as opportunities to learn.
- * Showing GRIT by overcoming setbacks.
- * Using feedback from teachers and professional mentors.
- * Honestly assessing and be willing to discuss your own strengths and weaknesses.
- * Not being influenced or affected by the negative opinions and/or pressures of others.
- * Having a constant and eager willingness to adjust current strategies in order to be successful

Be someone who shows a basic willingness to grow by:

- * Accepting and acknowledging specific feedback.
- * Adjusting your strategies based on feedback received.
- * Conducting yourself in a manner that indicates you are willing to improve and grow.
- * Asking follow-up questions and/or seeking additional demonstrations to fully understand feedback.
- * Being open-minded to learning about new and possibly better methods.
- * Seeking help when you need it

PROFESSIONALISM

Be a **professional leader** who demonstrates the advanced qualities related to career success by:

- * Presenting yourself in a professional manner through interviews, presentations, and social media.
- * Possessing a strong and tireless WORK ETHIC.
- * Starting a professional network and portfolio.
- * Demonstrate great pride and ownership in everything you do.
- * Maintaining an excellent reputation at all times.
- * Show superb care when serving and/or interacting in any manner with customers, clients, and guests.

Be a developing worker who demonstrates the **basic and non-negotiable professional skills** to start a career by:

- * Coming to school/class prepared and organized.
- * Working hard and steady, by putting forth best effort.
- * Doing your job.
- * Treating everyone with respect.
- * Making guests and visitors feel welcome.
- * Being safe and fully aware of safety protocol/procedures
- * Following established rules including those around dress code and appropriate language.

SELF DIRECTION

Be an **achiever** who shows **remarkable and consistent initiative** by:

- * Being able to make hard decisions & choices.
- * Seeking out and fully preparing for opportunities to improve on your past performance (reassessment).
- * Choosing more challenging options over easier ones when there is more long-term growth benefit.
- * Choosing to engage in extended opportunities beyond what is regularly offered in class.
- * Taking actions to open college & career doors

Be an **adequate performer** who takes **some ownership** in his/her responsibilities by:

- * Demonstrating initiative in some areas.
- * Requiring minimal reminders and prompts to meet responsibilities.
- * Assuming responsibility for work and preparation.
- * Being willing to reassess.
- * Making the time in your schedule to practice and get extra assistance (as needed).
- * Exploring and pursuing college and career options.