CAREER READY PRACTICE

NDCTE

#1 Lead As A Contributing & Professional Employee

Career-ready individuals understand the role and responsibilities of their position and demonstrate this understanding by regularly contributing to the success of their organization. They are reliable and lead by example through work ethic and professionalism, as defined by the standards set by their workplace. This Career Ready Practice includes understanding and exhibiting the core values of their organization and modeling strong morals, motivation, excellence, and consistency.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Collaborate and cooperate effectively with teams.	Consistently listens to others and their ideas; helping them to develop their ideas while giving them full credit; helping the team reach its full potential.	Listens to other points of view; always uses appropriate and respectful language; tries to make a definite effort to understand others' ideas.	Sometimes listens to others, and often assumes others' ideas will not work; tries to work well with the team.	Is argumentative with others; does not listen to group's opinions and ideas; wants things done their way and does not listen to alternate approaches.	Consistency	
Use interpersonal and problem-solving skills to influence and guide other toward a goal	Effectively communicates and motivates others to solve group problems while accomplishing a goal.	Effectively communicates and motivates others to work toward a goal.	Attempts to work with others to reach a goal but fails to communicate effectively to solve a proble or motivate others.	Shows no sign of interest in achieving a goal.	Communication Management	
Demonstrate integrity and ethical behavior in using influence and power.	When in a position of power, behaves ethically and with integrity to motivate others to work to their full potential.	Does not abuse their leadership position to benefit themselves by being ethical and demonstrating integrity.	At times puts personal needs first and does not apply ethics and integrity to their decisions or actions.	When in position of power, shows no signs of integrity or ethical behaviour.	Ethics	

Inspire others to reach their very best via example and selflessness.	Sets aside personal needs and inspires others to perform to their best abilities no matter the obstacles or considering their own success.	Provides inspiration by demonstrating to others to perform at their best abilities no matter the obstacles before them.	Sometimes inspires others to perform at their best abilities but sometimes allows selfish needs to take precedent.	Fails to inspire others.	Leadership	
Work effectively in a climate of ambiguity and changing priorities.	Works effectively in a climate of ambiguity and changing priorities in a variety of conditions.	Works effectively in a climate of ambiguity and changing priorities.	Attempts to work effectively in a climate of ambiguity and changing priorities.	Does not work well in a climate of ambiguity and changing priorities	Adaptability to change	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

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#2 Communicate Clearly, Effectively, and with Reason

Career-ready individuals are able to communicate thoughts, ideas, and action plans with clarity, whether using written, verbal and/or visual methods. This Career Ready Practice includes actively listening to peers and colleagues regardless of level and ensuring that diverse perspectives are heard, considered, and fostered. Regardless of communication method, individuals understand the needs of a specific audience and are able to tailor their message or style to meet these needs. Proficiency in communication helps build strong relationships, facilitates collaboration, and ensures that information is accurately exchanged.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Listen effectively to decipher meaning of a message.	Thoughtfully and consistently listens to and reflects on the information and intentions of the message.	Effectively listens to and reflects on the information and the intentions of the message.	Attempts to listen to the message and reflect on the meaning of the message but misses key information or intentions of the message.	Does not listen to the message and demonstrates the misunderstanding by not reflecting on the meaning.	Active Listening	
Articulate thoughts and ideas effectively using oral, written, and nonverbal communication skills in a variety of forms and contexts.	Works creatively to craft and present a comprehensive presentation that uses both verbal and nonverbal communication.	Communicates thoughts and ideas by crafting and presenting a presentation using both verbal and nonverbal communication.	Creates a presentation but does not effectively address / communicate using both verbal and nonverbal communication.	Either creates a presentation but does not present, or fails to complete the presentation, thus does not communicate using both verbal nnd nonverbal communication.	Presentation Skills	
Develop, implement, and communicate new ideas while persuading others to consider them effectively.	Develops, implements, and communicates new ideas while persuading others to consider them effectively in a variety of conditions.	Develops, implements, and communicates new ideas while persuading other to consider them effectively.	Develops, implements, and attempts to communicate new ideas to others while trying to persuade others to consider them.	Incorrectly reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Persuasion	

Know when it is appropriate to listen and when to speak.	While engaged in conversations / discussions, consistently understands when it is appropriate to effectively speak and when it is appropriate to listen.	While engaged in conversations / discussions, understands when it is appropriate to listen.	At times, speaks when it is not appropriate and does not listen when it is appropriate.	Often needs to be reminded of appropriate times to speak and appropriate times to listen.	Verbal Communication
Understand both how and why messages are constructed and used in written form.	Effectively and consistently creates written messages which communicate the correct intent for multiple purposes.	Effectively uses and creates written messages to communicate in various situations.	Can create an adequate written message but does not understand how to use it to its maximum effect.	Attempts to create a written message but fails to do so effectively of in a timely manner.	Written & Visual Communication

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

#3 Think Critically to Make Sense of Problems & Persevere In Solving Them

Career-ready individuals readily recognize problems in the workplace, understand the nature of the problem, and effectively plan to solve the problem in an efficient way. Individuals can analyze information and evaluate various courses of action for future success. This Career Ready Practice prepares individuals to tackle complex challenges, innovate solutions, and contribute to strategic planning and operational efficiency. Individuals should also use lessons learned from previous projects to improve future projects, systems, or processes through continuous improvement.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Use various types of reasoning as appropriate to the situation.	Uses various types of reason in as appropriate to the situation in highly effective methods.	Uses various types of reasoning as appropriate to the situation.	Uses reasoning as appropriate to the situation.	Attempts ot use reasoning as appropriate to the situation.	Analytical Thinking	
Reflect critically on past experiences in order to inform future progress.	Reflects critically on past experiences in order to promote future progress in a variety of conditions.	Reflects critically on past experiences in order to promote future progress.	Attempts to reflect critically on past experiences in order to promote future progress.	Attempts to reflect critically on past experiences, but not in order to promote future progress.	Continuous Improvement	
Use information accurately and creatively for the issue or problem at hand.	Is highly effective in relating various sources to each other and applies them to solve an issue or problem at hand.	Uses information accurately and creatively for the problem at hand.	Applies the information correctly but is not accurate or creative in solving the issue or problem.	Does not utilize information collected to solve issue or problem at hand.	Logical Reasoning	

Effectively identify and ask significant questions that clarify various points of view and lead to better solutions	Effectively identify and ask significant questions that clarify various points of view and lead to better solutions in a variety of conditions.	Effectively identify and ask significant questions that clarify various points of view and lead to better solutions.	Asks questions with the purpose of reaching a better solutions but fails to consider other points of view.	Does not attempt to make inquiries to understand other points of view for the purpose of reaching a better solution.	Problem Solving	
Analyze how parts of a whole interact with each other to produce overall outcomes in complex systems.	Recognizes and is able to manipulate parts of a system to come together to accomplish tasks.	Recognizes how the parts of a system work together to accomplish tasks.	Identifies parts of a system but cannot explain how they work together.	Is only able to identify some parts and loses sight of how they work together.	Research Skills	

TOTAL POINTS GIVEN:_____/5=_____SCORE

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#4 Collaborate Productively While Using Cultural & Global Competencies

Career-ready individuals are able to work effectively in diverse teams to successfully accomplish a goal in both in-person and virtual environments. This Career Ready Practice includes understanding team dynamics, respecting diverse perspectives, demonstrating empathy, and contributing positively to team outcomes. Effective collaboration leverages the strengths of team members, enhances problem-solving, and leads to innovative solutions by recognizing that each team member has something unique to contribute. preparing to work in diverse teams ensures readiness for the collaborative nature of modern workplaces and requires recognizing biases and advocating for inclusive practices. Cultivating an inclusive environment not only enhances team synamics but also drives innovation and relects ositvely on organizational culture.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Exercise flexibility and willingness to be helpful in making necessary compromises to accomplish a common goal and diffuse possible conflict.	Always demonstrates compromise, allowing the group to meet its full potential while diffusing conflict.	Is willing to compromise with group to accomplish a common goal and tries to diffuse conflict.	Communicates only to inform or instruct.	Communicates only to inform and does not demonstrate communication for other purposes.	Conflict Resolution	
Respect cultural differences and works effectively with people from a range of social and cultural backgrounds.	Always respects, interacts, and works positively with individuals from other social and cultural groups and seeks opportunities to learn from diverse perspectives.	Respects, interacts, and works positively with individuals from other social and cultural groups.	Creates a presentation but does not effectively address/communicate using both verbal and nonverbal communication.	Either creates a presentation but does not present, or fails to complete the presentation, thus does not communicate using both verbal and nonverbal communication.	Cultural Awareness & Competence	
Act responsibly with the interest of the larger community in mind.	Is an integral part of a community organization of event and thoughtfully reflects on the importance of their involvement within the community.	Contributes to a community organization or event and reflects on the importance of their involvement within the community.	Participates in, but does not contribute to, community organization or event and attempts to reflect on their involvement within the community.	Does not contribute to a community organization or event nor reflects on the importance of involvement within the community.	Networking	

Understand, negotiate, and balance diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments.	Understands, negotiates, and balances diverse views and beliefs to reach workable solutions, particularly in multi-cultural environments and in many situations.	Understands, negotiates, and balances diverse views and beliefs to reach workable solutions, particularly in muti-cultural environments.	Attempts to understand , negotiate, and balance diverse views and beliefs to reach workable solutions, particularly in mono-cultural environments.	Rarely attempts to understand, negotiate, and balance diverse views and beliefs to reach workable solutions, especially no in multi-cultural environments.	Recognizing and Mitigating Biases	
Demonstrate ability to work effectively and respectfully with diverse teams.	All statements, responses, and body language are respectful and appropriate. Always listens to, shares with, and supports the efforts of others.	Listens to, shares with, and supports others. Statements and responses are respectful and appropriate body language is exhibited.	Most statements, responses, and body language are respectful, with occasionally a negative tone. Does not always listen to, share with, or support the efforts of others.	Statements, responses, and/or body language are consistently not respectful. Rarely listens to, shares with, and supports the efforts of others.	Teamwork & Collaboration	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

 NDCTE

#5 Use Digital Skills & Technologies to Enhance Productivity & Make Data-Informed Decisions

Career-ready individuals are digitally literate - proficient with the digital skills and technology that are regularly used in their evolving workplace. This Career Ready Practice involves using digital tools to enhance productivity, understanding the impact of technology on one's work, and staying updated with technological advancements that may have future impacts for a given industry area. Individuals can use technology and digital tools to analyze and report data, helping to make decisions that are data informed and data driven. Digitally literate individuals are also able to understand digital security and privacy and are able to use social media professionally and responsibly.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Examine how individuals interpret technology differently, how values and points of view are included or excluded, and how new technology can influence beliefs and behaviors.	Understands and creates new technology that influences beliefs and behaviors, while considering diverse values and points of view in interpreting messages.	Explores how new technology can influence beliefs and behaviors, while considering diverse values and points of view in interpreting messages.	Explores how new technology can influence beliefs and behaviors but does not acknowledge diverse values and points of view.	Does not understand the power of new technology in relationship to beliefs and behaviors in relation to interpreting a message.	Adaptability to New Technologies	
Use digital technologies, communication / networking tools, and social networks appropriately to access, manage, integrate, evaluate, and create information to successfully function in a knowledge economy.	Effectively and consistently uses technology, communication, and relationships to successfully operate in a knowledge economy (creating, evaluating and trading knowledge).	Uses technology as a tool to communicate and connect with others to access and successfully utilize information to operate in a knowledge economy (creating, evaluating, and trading knowledge).	Uses technology to communicate and connect with others but does not utilize it as a tool to operate in a knowledge economy (creating, evaluating, and trading knowledge).	Does not utilize technology to communicate and connect with others effectively.	Continuous Digital Learning	

Objective	Excellent	Good	Fair	Poor	Category	Score
Understand the public access, understanding and use of technological data and information provided.	Correctly manages and distributes data researched and applied from information technology ethically and legally in a variety of areas.	Manages and distributes data researched and applied from information technology ehically and legally.	Uses data from technology but does not completely understand the ethical and legal obligations of accessing and distributing it.	Uses data but disregards ethical and legal obligations on its distribution or public understanding.	Data Analysis	
Use technology as a tool to research, organize, evaluate, and communicate information	Effectively and consistently applies the use and understanding of technology as a tool for learning and communicating the learning.	When collecting, organizing, evaluating and communicating research, technology is effectively utilized.	Uses technology to collect, organize, evaluate, and/or communicate information, but does not do so on a consistent basis.	Does not use technology effectively to collect, organize, evaluate, and/or communicate information.	Proficiency with Digital Tools	
Utilize multiple media and technologies and know how to judge their effectiveness as well as assess their impact.	Works creatively to craft a comprehensive product using multiple media and technologies and thoughtfully reflects on the effectiveness and impact of the product,	Crafts a product using multiple media and technologies and reflects on the effectiveness and impact of the product.	Crafts a product using media and technologies but does not effectively reflect on the effectvieness and impact of the product.	Attempts, but does not complete, crafting a product using multiple media and technologies and does not effectively reflect on the effectiveness and impact of the product.	Technology Integration	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

#6 Remain Resilient in a Changing Workplace & World of Work

Career-ready individuals have the ability to adjust to change and remain resilient in the face of challenges, both within a workplace and throughout their careers. This Career Ready Practice involves maintaining a positive attitude despite challenges and being open to new ideas and feedback. Individuals seek to act in ways that contribute to the betterment of themselves and their teams, families, community, and workplace. Developing adaptability, flexibility, and resilience helps individuals navigate career transitions, embrace new opportunities, and maintain productivity and well-being under pressure. This Career Ready Practice also includes attending to one's own mental well-being and developing an appropriate work-life balance to sustain productivity, reduce stress, and enhance overall quality of life, which directly affects professional performance and satisfaction.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Adapt to varied roles, responsibilities, schedules, and contexts.	Readily adapts to varied roles, responsibilities, schedules, and contexts in a variety of conditions.	Adapts to varied roles, responsibilities, schedules, and contexts.	Attempts to adapt to varied roles, responsibilities, schedules, and contexts.	Does not attempt to adapt to varied roles, responsibilities, schedules, or contexts.	Adaptability	
Work effectively in a climate of ambiguity and changing priorities.	Works effectively in a climate of ambiguity and changing priorities in a variety of conditions.	Works effectively in a climate of ambiguity and changing priorities.	Attempts to work effectively in a climate of ambiguity and changing priorities.	Does not work well in a climate of ambiguity and changing priorities.	Change Management	
Demonstrate learning acquisition and application skills by requesting help when needed and then contributing to the success of the group by assisting others.	Consistently requests help at appropriate times and when needed (e.g., asking questions after consulting manuals on policies and procedures, knowing when to seek help from others or supervisors).	Usually requests help at times when needed (E.g., asking questions after consulting manuals on policies and procedures, knowing when to seek help from others or supervisors).	Sometimes requests help when needed (e.g., asks questions before consulting manuals on policies and procedures, sometimes seeks help from others or supervisors).	Does not request help when needed (e.g., doesn't ask questions of others of supervisors).	Lifelong Learning	

Is accountable for results.	Consistently and accurately completes tasks and takes responsibility for work.	Takes responsibility for work completed and not completed.	Takes limited responsibility for not completing work.	Does not take responsibility for completed of uncompleted work.	Mindfulness	
Work Positively.	Has a positive outlook and creates a positive work environment for all involved while working on projects.	Is constructive with criticism when working with others. Has a positive attitude towards tasks, projects, and others.	Occasionally has a negative attitude towards tasks, projects, and/or others.	Typically, is negative toward tasks, projects, and/or others.	Resilience	

TOTAL POINTS GIVEN:____/5=_____SCORE

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#7 Manage Time & Space Effectively

Career-ready individuals are able to effectively manage their time and use organizational skills to prioritize tasks and meet deadlines. This Career Ready Practice includes planning, delegating tasks effectively, and maintaining a well-organized workspace in both physical and virtual environments. Developing these skills leads to increased efficiency, better project outcomes, and a balanced workload.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Leverage the strengths of others to accomplish a common goal.	Consistently encourages and motivates others to use their strengths to contribute to and achieve a common goal.	Encourages others to use their strengths to contribute to and achieve a common goal.	Shows limited encouragement to others in achieving a common goal.	Is negative towards other in achieving a common goal.	Delegation	
Monitor, define, prioritize, and complete tasks without direct oversight, based on their own creativity.	Monitors, defines, prioritizes, and complete tasks without direct oversight in a variety of conditions.	Monitors, defines, prioritizes, and complete tasks without direct oversight.	Attempts to monitor, define, prioritize, and complete tasks without direct oversight.	Attempts to monitor, define, prioritize, and complete tasks with direct oversight.	Organization	
Utilize time and manage workload efficiently.	Completes tasks ahead of schedule by creating a plan and scheduling time to complete the work.	Completes work on time by taking advantage of the time provided and by using time management skills.	Occasionally completes work on time.	Never completes work on time and does not use time management skills.	Prioritization	

					Task Management	
Leverage the strengths of others to accomplish a common goal.	Consistently stays focused, tasks, recognizes time constraints of projects; estimates time to completion; and avoids distractions while meeting deadlines.	Stays focused throughout the project tasks and develops a timeline of the work to be completed.	Occasionally off task in regard to accomplishing the overall project tasks. Thus, only a portion of the project is completed.	Always off task and does not complete the project.		
Demonstrate understanding of workplace organizations, systems, and climates by identifying "big picture" issues and fulfilling the mission of the workplace.	Easily identifies "big picture" issues and goals and can define vision and mission statements (e.g., the organizations's structure, culture, policies, and procedures, as well as its role and status within the industry, economy, and community).	Identifies most "big picture" issues and goals and can generally define vision and mission statements. (e.g., the organization's structure, policies, and procedures, as well as its role within the industry and community).	Identifies few "big picture" issues and goals and can marginally define vision and mission statements. (e.g., the organization's policies and procedures, as well as its role within the community).	Can't identify "big picture" issues and goals and cannot define vision and mission statements.	Understanding the System	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

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#8 Demonstrate a Creative & Innovative Mindset

Career-ready individuals are able to use innovation and creativity to think outside the box and develop new ideas and solutions. This Career Ready Practice encourages a mindset of continuous improvement and adaptability and fosters a spirit of curiosity, experimentation, and calculated risk-taking. It prepares individuals to improve systems, drive change, create value, and stay competitive in a rapidly evolving workplace.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Use a wide range of idea creation techniques.	Engages in multiple idea creation techniques and fully participates by offering insightful questions and listening well to others in the group.	Engages in idea creation techniques and participates by offering ideas.	Does not offer ideas during the idea creation but listens actively to other group members.	Does not actively participate in idea creation.	Brainstorming	
Act on creative ideas to make a tangible and useful contribution to the field in which the innovation will occur	Continuously appliess creative ideas to make a real and useful contribution to their work.	Applies creative ideas to make a real contribution to their work.	Develops creative ideas but does not understand how to apply them to the situation.	Rarely attempts to develop creative ideas.	Creative Problem-Solving	
Elaborates, refines, analyzes, and evaluates their own ideas in order to improve and maximize creative efforts.	Extensive reflection of own ideas and incorporates changes in creative efforts demonstrating an understanding of the value of analysis and implementation of change.	Reflects on own ideas and incorporates changes in creative efforts to improve the value of their work.	Reflects on own ideas and attempts to incorporate changes in creative efforts to improve the value of their work.	Poorly attempts to reflect on own ideas.	Design Thinking	

Demonstrate originality and inventiveness in work.	Consistently demonstrates creativity in a variety of situations.	Demonstrates creativity in most every situation.	Demonstrates creativity but does not have a realistic understanding of how to express it.	Does not demonstrate creativity.	Originality
Creates new and worthwhile ideas using both incremental and radical concepts.	Consistently develops new and valuable ideas using both existing and new resources.	Develops new and valuable ideas using both existing and new knowledge, as well as existing and new resources.	Develops new and valuable ideas using existing knowledge and resources.	Does not attempt to develop new and valuable ideas.	Researching Ideas

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

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#9 Model Integrity, Ethical Leadership, and Effective Management

Career-ready individuals are financially literate and can demonstrate their ability to make cost effective decisions on behalf of themselves and their workplace. This Career Ready practice includes managing personal finances, understanding financial documents, and making informed financial decisions. Financial literacy empowers individuals to make sound investments, budget effectively, and contribute to the financial health of their organization.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Demonstrate how currently held quantity of goods, services, or money should be effectively expended to meet current demands.	Consistently plans in advance how much stock can and should be used to complete a current project in a timely manner. (portioning meals, making a budget, having correct quantity and type of materials onsite.)	Correctly knows how much stock can and should be used to complete a current project in a timely manner. (portioning meals, making a budget, having correct quantity and type of material s onsite).	Often guesses how much stock should be used to complete a current project. (portioning meals, making a budget, having correct quantity and type of materials onsite).	Does not understand how much stock can and should be used to complete current project. (portioning meals, making a budget, having correct quantity and type of materials onsite).	Budgeting	
Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.	Quickly, correctly, and efficiently makes calculations related to personal finance (e.g., wage rates, paycheck deductions, taxes).	Correctly makes calculations related to personal finance (e.g., wage rates, paycheck deductions, taxes?.	Makes calculations related to personal finance with some error (e.g., wage rates, paycheck deductions, taxes)>	Makes calculations related to personal finance with many errors or doesn't attempt personally (e.g., wage rates, paycheck deductions, taxes).	Cost-benefit Analysis	
Demonstrate healthy behaviour by understanding a wide variety of documents.	Seamlessly manages personal and business wealth with clear insight by understanding most all financial documents and the purpose of each.	Manages personal and business wealth by understanding many financial documents and the purpose of each.	Minimally manages personal and business wealth by understanding few financial documents and the purpose of each.	Minimally manages personal and business wealth by not understanding many financial documents and the purpose of each.	Good Stewardship	

Demonstrate how currently held quantity of goods, services, or money could be effectively used to meet future demands.	Wisely estimates the amount of current stock to save or multiply in order to meet future demands (e.g., making hay, opening a savings account, investment planning, storing goods for future	Estimates the amount of current stock to save or multiply in order to meet future demands (e.g., making hay, opening a savings account, investment planning, storing goods for future use).	Poorly estimates the amount of stock to save in order to meet future demands (e.g., making hay, opening a savings account, investment planning, storing goods for future use).	Does not estimate the amount of stock to save in order to meet future demands (e.g., making hay, opening a savings account, investment planning, storing goods for fuuture use).	Financial Planning	
Demonstrate safety by knowing about hte risk of a situation.	Models financial safety to others by following risk analysis of all fiscal situations before action is carried out.	Adheres to financial safety by following risk analysis of fiscal situations before action is carried out.	Sometimes adheres to financial safety by following risk analysis of fiscal situations before action is carried out.	Minimally adheres to financial safety by disregarding risk analysis of fiscal situations before action is carried out.	Risk Analysis	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

NDCTE

#10 Navigate An Education & Career Path Aligned to Strengths, Work Style, Interests, & Goals

Career-ready individuals are self-aware about their strengths and working style and can understand how to leverage these traits effectively to maximize their careers. They are also aware of their areas for improvement, seeking opportunities for growth and acting on feedback to continuously improve. This Career Ready Practice is essential for setting realistic career goals, pursuing professional development opportunities, reskilling and upskilling to keep skills and knowledge relevant, and achieving personal and professional fulfillment.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Goes beyond basic mastery of skills and/or curriculum to explore and expand learning and opportunities to gain expertise with one's own and others' emotions taken into consideration.	Goes beyond basic mastery of skills and/or curriculum to explore and expand learning and opportunities to gain expertise in a variety of conditions with one's own and others' emotions taken into consideration.	Grasps mastery of skills and/or curriculum to explore and expand learning and opportunities to gain expertise with one's own and others' emotions taken into consideration.	Attempts to go beyond basic mastery of skills and/or curriculum to explore and expand learning and opportunities to gain expertise with one's own emotions taken into consideration.	Attempts to go beyond basic mastery of skills and/or curriculum but does not explore or expand learning opportunities to gain expertise.	Emotional Intelligence	
Set goals with tangible ann intangible success crieteria with appropriate feedback.	Sets goals with tangible and intangible success creiteria in a variety of conditions and with multiple sources of feedback.	Sets goals with tangible and intangible success creiteria with some feedback.	Attempts to set goals with tangible and intangible success crieteria with no feedback.	Rarely sets goals with tangible success criteria.	Feedback Utilization	
Set and meet goals.	Goals and strategies are defined as specific and measurable goals and strategies were detailed.	Goals and strategies are defined and met.	Goals and strategies are defined but not met.	Goals and strategies are defined but not met.	Goal Setting	

View failure as an opportunity to learn; understand that creativity and innovation is a long-term, cyclical process of small successes and frequent mistakes.	Embraces the idea that attempting /experimenting is an important part of the path of success and approaches opportunities with an understanding that many failed attempts are likely.	Understands the importance of attempting/experimenting is an important part of the path to success, including failed attempts.	Understand the importance of attempting/experimenting is an important part of the path to success but does not understand this includes failed attempts as well.	Does not understand how failed attempts are part of the process that leads to success.	Self-Assessment	
Balance short-term and long-term goals.	Balances short-term and long-term goals in various areas of work/school.	Balances short-term and long-term goals.	Attempts to balance short-term and long-term goals.	Attempts to balance short-term or long-term goals, but without much success.	Self-Awareness	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

NDCTE

#11 Consider the Environmental & Social Impacts of Decisions

Career-ready individuals understand the interrelated nature of their actions and regularly make decisions that positively affect and/or mitigate negative impact on other people, their communities, and the environment. They make decisions with integrity by considering the moral and ethical consequences of their decisions and actively planning for the long-term success of projects, systems, and processes. Developing sustainabliity and environmental literacy skills prepares individuals to also contribute to a greener future and address global challenges.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Realize the interrelated nature of their actions to themselves, others, and business, utilizing the most appropriate and interpretations in diverse, multi-cultural environments.	Consistently acts with deep understanding and respect of cultural differences and the ultimate outcomes of those actions.	Acts effectively in respect to cultural differences and how they affect decisions made.	Understands there are cultural differences but does not effectively act in a diverse environment.	Disregards cultural differences and does not effectively act in a diverse environment.	Community Awareness	
Evaluates situations to identify ethical dilemmas and makes decisions that reflect integrity, fairness, and adherence to professional standards.	Consistently demonstrates exceptional ethical awareness by proactively identifying potential dilemmas before they arise. Makes decisions that not only adhere to professional and societal standards but also positively influence peers or the broader community. actively models ethical behavior and mentors others.	Identifies ethical dilemmas in routine situations and makes decisions that align with integrity, fairness, and professional standards. Consistently applies ethical reasoning to resolve challenges and adheres to established expectations without supervision or guidance.	Occasionally recognizes ethical dilemmas but may require assistance to fully understand the implications or to select an appropriate course of actions. Decisions may sometimes lack adherence to professional or societal standards due to incomplete consideration of ethical factors.	Fails to recognize ethical dilemmas or consistently makes decisions that do not align with integrity, fairness, or professional standards. Lacks understanding of the importance of ethical decision-making and requires substantial guidance to address challenges.	Ethical Decision-Making	

Consistently acts with honesty, fairness, and accountability, building trust and demonstrating reliability in all professional and interpersonal interactions.	Consistently demonstrates exceptional integrity by being honest, transparent, and dependable in all actions by taking accountability for all decisions and fostering a culture of trust and respect.	Consistently acts with honesty and fairness in routine situations. Takes responsibility for actions and decisions, adheres to ethical principles, and maintains trustworthiness in professional and interpersonal interactions.	Occasionally demonstrates honesty and fairness but may struggle to maintain consistency in all situations. Takes responsibility for actions when prompted but may need guidance to fully understand the importance of integrity in context.	Rarely demonstrates honesty or fairness and may avoid taking responsibility for actions. Lacks understanding of the importance of integrity and requires significant guidance to develop trustworthiness in interactions.	Integrity	
Applies knowledge and skills to adopt and promote environmentally, economically, and socially sustainable practices in the workplace and community.	Consistently demonstrates leadership in conserving resources, minimizing waste, and supporting environmental, economic, and social well-being to improve sustainability.	Regularly adopts practices that conserve resources, reduce waste, and support environmental, economic, and social goals for sustainability efforts.	Shows some awareness of conserving resources and minimizing waste but inconsistently applies sustainable approaches. May need guidance to understand the broader impacts of actions on the environment, economy, and society.	Rarely considers resource conservation, waste reduction, or the well-being of the environment, economy, or society in actions or decisions. Requires significant instruction and support to adopt sustainable approaches.	Sustainable Practices	
Understand and effectively utilize the most appropriate expressions and interpretations in multi-cultural situations.	Consistently communicates both verbally and non-verbally, with a deep understanding and respect for cultural differences.	Understands and effectively uses proper verbal and non-verbal communication in respect to cultural differences.	Understands there are cultural differences but does not effectively communicate.	Disregards cultural differences and does not effectively communicate any lack of understand.	Verbalizing Culture	

TOTAL POINTS GIVEN:_____/5=_____SCORE

CAREER READY PRACTICE

NDCTE

#12 Apply Appropriate Academic and Technical Skills

Career-ready individuals readily access and use the knowledge and kills acquired through experience and education to be effective and productive employees. They have the technical proficiency to use the language, tools, technologies, and methodologies that are relevant to their specific industry sector. They make connections between abstract concepts and real-world application, and they make correct determinations about when applying an academic skill is appropriate in a workplace situation. This Career Ready Practice includes staying updated about industry advancements and continuously improving technical skills aligned with the changing needs of their sector.

Individual Competencies	4 Exceeds Competency	3 Meets Competency	2 Approaching Competency	1 Not Yet Reached Competency	Keyword(s)	Points Given
Demonstrate resourcefulness by contributing new ideas and working with initative.	Appropriately contributes new and innovative ideas based on known and reliable resources and skills with great effect.	Often contributes new and innovative ideas based on known and reliable resources and skills.	Contributes some new and innovative ideas based on known resources and skills.	Rarely contributes new and innovative ideas as previous skills and resources are not developed enough.	Continuous Skill Learning	
Demonstrate proficiency with job-specific technologies by selecting and using technological resources to accomplish work responsibilities.	Consistently selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work efficiently and productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work productively.	Selects and uses technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	Rarely selects and uses correct technological resources (e.g., equipment, machines, tools, electronics) to accomplish work.	Industry-Specific Tool Usage	
Demonstrate mathematics skills by using mathematical reasoning to accomplish tasks.	Correctly uses mathematical reasoning and processes to accomplish job-specific tasks without aid (e.g., using geometry and algebra to complete career computations.	Correctly uses mathematical reasoning and processes to accomplish job-specific tasks with occasional aid. (e.g., using geometry and algebra to complete career computations).	Uses mathematical reasoning and processes to accomplish job-specific tasks with occasional errors. (e.g., using geometry and algebra to complete career computations).	Does not understand how to apply mathematical reasoning and processes to accomplish job-specific tasks. (e.g., using geometry and algebra to complete career computations).	Math Skills	

Demonstrate effective reading skills by interpreting workplace documents.	Correctly reads, interprets, and applies workplace documents with ease (e.g., instructional manuals, work orders, invoices, memorandums).	Reads, interprets, and applies workplace document (e.g., instructional manuals, work orders, invoices, memorandums).	Sometimes reads, misinterprets, and misapplies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Incorrectly reads, interprets, and applies workplace documents (e.g., instructional manuals, work orders, invoices, memorandums).	Reading and Interpreting
Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks.	Easily and quickly identify resources that may help solve a specific problem and apply critical thinking to using that resource effectively.	Identify resources that may help solve a specific problem and apply critical thinking to using that resource correctly.	Sometimes identifies resources that may help solve a specific problem but does not apply critical thinking to using that resource	Neither identifies resources that may help solve a specific problem nor applies critical thinking to aid in problem solving.	Technical Problem-Solving

TOTAL POINTS GIVEN:_____/5=_____**SCORE**

NORTH DAKOTA
Career and Technical Education

Preparing Tomorrow's Workforce

It has been reviewed and/or edited by:

North Dakota Department of Career and Technical Education Department Staff
CTE Local Directors of North Dakota
North Dakota State Board for CTE

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