

Community Benefit Project Target Work Readiness Skills

Target	Criteria
Professionalism	<ul style="list-style-type: none"> • Arrives on time to begin the day, and from breaks and lunch • Notifies staff when absent or late • Wears appropriate attire • Uses appropriate language • Does not attend to personal business on the job (except emergencies)
Active Participation	<ul style="list-style-type: none"> • Responds well and accepts constructive feedback • Seeks clarity when unsure of next steps or directions • Listens and follows directions first time given • Completes ALL assignments/tasks • Completes tasks in a productive/timely manner
Critical Thinking	<ul style="list-style-type: none"> • Works well with others as a team • Takes initiative to begin or complete a task • Fosters and maintains positive attitude/relationships • Adapts well to obstacles or challenges • Employs proactive measures in avoiding conflict and problem-solving opportunities

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