

Appendix VIII.2 Assessing Projects

Work Behaviors Guide

1. Act responsibly, exerts a high level of effort and perseveres towards goals
2. Organizes and maintains information
3. Reads and interprets information such documents, graphs, maps, etc.
4. Sets goals, follows schedules
5. Contributes to group effort
6. Communicates through writing thoughts, ideas, scripts
7. Applies technology correctly to the task
8. Chooses ethical courses of action
9. Understands overall intent of project and makes contributions accordingly
10. Acquires, stores and uses materials wisely
11. Performs basic mathematical computations accordingly
12. Problem solves, recognizes problems, devises a plan of action
13. Teaches others new skills
14. Assesses and distributes works skills accordingly
15. Communicates ideas clearly
16. Acquires and evaluates information
17. Responsibly challenges existing procedures
18. Self evaluates own work
19. Negotiates, works towards agreements
20. Improves systems
21. Provides feedback
22. Demonstrates understanding, friendliness, empathy, politeness