

Youth Development and Research Fund

MAKiN' iT Summer Work Experience Curriculum -
Work Readiness Assessment Manual

UNIT 8: The summer employment program participant will be able to identify two aspects of appropriate appearance and hygiene as well as list three ways: to dress properly, demonstrate the ability to communicate and work with customers to satisfy their expectations.

Instructions: Program staff, worksite supervisors, and program participants determine participants' understanding of the material based on at least one of the following measures:

Assessment:

Date:

Indicators	Portfolio Assessment	Observation	MAKiN' iT Curriculum Activities
<p><u>Dress for Success</u> Participant is able to demonstrate the difference between dressing up and appropriate dress.</p>	<p><u>1- The Test</u> Develop your own rubric for good hygiene and appearance. There should be at least 11 categories. Rate yourself on it and also the 5 people you spend the most time with.</p>	<p>Participant has spoken with work experience supervisor about appropriate dress for work site.</p>	<p><u>Unit 8: Activity 3:</u> Variations of Dress</p>
<p><u>Great Debate</u> Participant has debated pros and cons of conforming to dress codes and procedures.</p>	<p><u>2- Media Madness</u> Find images of popular figures in the media who have made it more acceptable, cooler, or fashionable for young people to dress more professionally. Explain.</p>	<p>Participant has spoken with counselor about appropriate dress for work site.</p>	<p><u>Unit 8: Activity #5:</u> The Great Debate</p>

Expectations Participant is able to list ways youth can meet employers' dress code expectations.	3 - Interview Interview 3 employers regarding dress code expectations for employees. Analyze results.	Partisan has meet dress code expectations for the past two weeks.	Unit 8: Activity #4: <i>The Wall</i>
Work-Site Participant has demonstrated proper appearance and hygiene at the worksite.	4 - I Should Be in Pictures Take pictures of yourself dressed appropriately at worksite.	Participant has meet dress code expectations for entire program.	Unit 8: Activity #8: <i>Personal Appearance worksheet</i>
Guidelines Participant has developed their personal appearance guidelines.	5 - Guidelines Create your own personal appearance guidelines for home, school and work.	Participant has meet dress code expectations for entire program.	Unit 8: Activity #9: Correct Dress Worksheet

UNDERSTANDING THE RATING SYSTEM

Summer work sites have the option of using one or all three of the above work readiness measures.

Participants should be involved in the selection of the appropriate measure. Summer work sites can award a numerical score of 0 - 3. (1: Exceptional, 2: Commendable, 3: Acceptable, 0: Unsatisfactory). In order to meet certification requirements, participants must score at least a 1 in all areas.

Unit 8: Work Readiness Assessment Manual	Portfolio Assessment	Observation	MAKIN' iT Curriculum Activities	Average Score
Participant:	1 - 3	1-3	1-3	
1. Dress for success				
2. Great Debate				
3. Expectation				
4. Work Site				
5. Guidelines				
Additional Criteria:				

Participant must score at least a (1) in order to receive credit for the knowledge activity.

1: Exceptional, 2: Commendable, 3: Acceptable, 0: Unsatisfactory

Comments and Suggestions:

SAMPLE

Reviewer 1 _____ Date _____

Reviewer 2 _____ Date _____

Observation Reflection Questions:

Please make appropriate number of copies for each portfolio activity observed.

Participant Name: _____

DO

Unit: _____

Section: _____

Reviewer Name: _____

Title: _____

Please check one: Peer ____, Work-site supervisor ____, Colleague, Program Staff ____, Other ____, list _____

1. What struck you about the participant's presentation?

NOT

2. What does the participant's presentation tell you about their understanding of the subject matter?

3. Are there any observations or thoughts you would like to share with this participant?

COPY

