

Los Angeles County Regional Occupational Program

ESLR SCORING GUIDE

	Communicating Effectively	Accessing and Managing Job Related Resources	Setting Career and Life Goals	Accepting Personal Responsibility
ADVANCED	<p>Always articulates appropriate terminology associated with the subject matter. Consistently summarizes a message in writing or orally. Creates written documents such as letters, directions, manuals, reports, graphs and charts with no grammatical errors. Delivers a clear message that is engaging with appropriate verbal and non-verbal communication. Assumes leadership role on a team. Respects the differences and roles of others. Applies the steps in conflict resolution in a real life situation.</p>	<p>Uses and applies the most appropriate supplies, resources, and technology required to complete a specific task. Consistently demonstrates successful time management strategies to complete assigned tasks. Utilizes comprehensive problem solving skills. Can debate and defend the moral and ethical issues of a situation. Identifies employee/employer rights within a given scenario. Has accurately completed a detailed resume, job application, job interview, and portfolio.</p>	<p>Sets ambitious and realistic career and personal goals; utilizes strategies appropriate for study/work habits, time/organizational management; consistently exhibits initiative, self-discipline, and reflection in academic/personal areas; understands and accepts consequences related to actions.</p>	<p>Mastered entry-level skills, has a 'model' Personal Career Portfolio; exceeds standards in job safety; has excellent attendance and punctuality; maintains a professional appearance and demeanor; trains others and encourages contributions; excels in customer relations; exhibits high moral and ethical behavior; utilizes comprehensive problem solving skills.</p>
PROFICIENT	<p>Usually articulates appropriate terminology associated with the subject matter. Accurately summarizes a message in writing or orally. Creates written documents such as letters, directions, manuals, reports, graphs and charts with few grammatical errors. Delivers a clear message with evidence of purpose. Participates as a responsible and productive team member. Recognizes the differences and roles of others. Identifies steps in conflict resolution.</p>	<p>Identifies and explains the most appropriate supplies, resources, and technology required to complete a specific task. Utilizes time management strategies appropriate to completed assigned tasks. Demonstrates some problem solving skills Participates in a discussion on moral and ethical issues. Explains in own words basic employee/employer rights. Has accurately completed a resume, job application and a simulated job interview.</p>	<p>Sets realistic and obtainable career and personal goals; recognizes strategies appropriate for study/work habits, time/organizational management; exhibits some initiative and self-discipline in academic/personal areas; understands the consequences related to actions.</p>	<p>Has a complete and approved Personal Career Portfolio; competent in entry-level skills and job safety; meets industry standard for attendance, punctuality and dress; successful employability skills through simulation/actual hiring; understands moral and ethical issues; trains others and assists customers; demonstrates some problem solving skills.</p>
DEVELOPING	<p>Rarely articulates appropriate terminology associated with the subject matter. Inconsistently summarizes a message in writing or orally. Creates written documents such as letters, directions, manuals, reports, graphs and charts with more than 3 grammatical errors. Delivers a unclear message with little or no evidence of purpose. Demonstrates resistance to group work and participation is inconsistent. Limited awareness of the differences and roles of others. Learns the steps in conflict resolution.</p>	<p>Identifies some supplies, resources, and technology required to complete a specific task. Identifies time management strategies to complete assigned tasks. Can explain the steps in problem solving. Can define terms "moral" and "ethical." Introduced to basic employee/employer rights. Resume completed with errors. Less than adequately prepared or no job interview.</p>	<p>Able to establish some personal and career goals; lists strategies appropriate for study/work habits, time/organizational management; occasionally demonstrates initiative or self-discipline; has some difficulty in accepting consequences related to actions.</p>	<p>Has started Personal Career Portfolio; requires reinforcement of safety standards; attendance is below d; practicing appropriate dress standard; shows beginning awareness of moral and ethical issues; requires guidance/ support in training and assisting customers; can explain the problem solving process.</p>