

## Responsibility

Manages Emotions					
No Evidence	Recognizes own feelings	Applies strategies to manage emotional stress	Manages emotions	Maintains a positive demeanor in the face of challenges	Expresses a willingness to work and a positive attitude that motivates others

Manage Personal Resources					
No Evidence	Recognizes positive personal qualities	Uses constructive criticism for self-improvement	Identifies current and future learning needs	Monitors and corrects own performance	Applies initiative, integrity and ethics to maximize value to the organization

Follows Guidelines and Rules					
No Evidence	Recognizes a policy, procedure or rule	Maintains timely attendance and follows rules	Works dependably within organizational norms	Adapts appropriately to changes in expectations	Perceives changes within the organization and adapts effectively to them

Manage Time					
No Evidence	Attends to defined task to maintain expected productivity	Applies strategies to manage time	Follows a daily schedule of acceptable productivity	Sets priorities and designs a schedule to independently accomplish daily tasks effectively	Accommodates unanticipated responsibilities that go above and beyond expectations

Utilize Resources					
No Evidence	Recognizes who can help accomplish a task	Requests and accepts assistance from appropriate sources	Identifies resources available to support work	Requests resources to develop self-sufficiency	Identifies and requests resources to enhance system productivity

<b>Manages Tools and Equipment</b>					
No Evidence	Identifies the materials and equipment necessary to do a familiar task	Locates and prepares equipment and materials for a familiar task	Determines appropriate equipment and materials for work	Maintains the materials and equipment in the work environment	Recommends materials and equipment that would improve productivity

<b>Manages Goals</b>					
No Evidence	Identifies the goal of a given task	Recognizes criteria for standards of quality and efficiency	Develops steps to goal achievement as a guide to action	Reliably applies strategies to overcome obstacles to goal achievement	Monitors progress persistently until goal is achieved to standard

<b>Takes Responsibility for Learning</b>					
No Evidence	Repeats a desirable performance given a model to follow	Applies a given learning strategy to acquire necessary skills or knowledge	Identifies effective learning strategies to address identified gaps in skills or knowledge	Adjusts strategies to achieve learning goals	Seeks out new challenges and opportunities for learning and applies learning to advance innovations