# Work Maturity Scales

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Based on data collected in the Work Maturity Skills (WMS) Data Collection and Assessment System, teachers conduct data chats with students to identify a weekly learning goal to target. Each WMS is represented as a learning goal with student-friendly descriptions of 5 observable sub-skills. Students use the scale associated with their targeted learning goal to rate each sub-skill. If the student exhibits the sub-skill INDEPENDENTLY 2 points are earned. If the student required PROMPTS (verbal or physical), 1 point is earned. If the student does not exhibit the skill (non-compliance), a score of 0 is earned. Sub-skill points are totaled at the bottom of the left column to help the student accurately report progress towards their learning goal. Reflection questions may be answered via communication boards, orally or written/typed into a work skills journal.

**Orange County Public Schools**

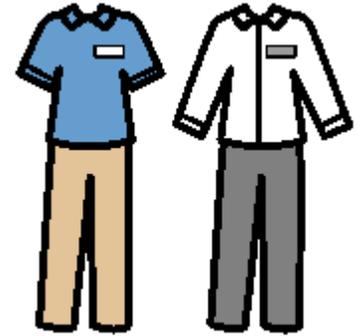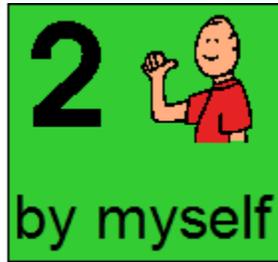**4 4 5   W e s t   A m e l i a   S t r e e t
O r l a n d o ,   F l o r i d a   3 2 8 0 1**

**P h o n e :   4 0 7 - 3 1 7 - 3 2 0 0**

**F a x :   4 0 7 - 3 1 7 - 3 2 6 6**

**4 / 1 7 / 2 0 1 4**

# Learning Goal: Dress appropriately

| | |
|---|---|
| **Rating Scale** 0 ✗ not today  1 ☝ with help  2 💪 by myself | |

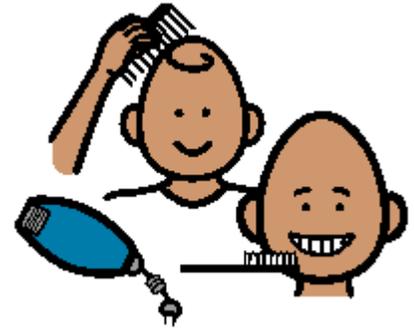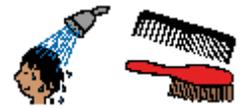| | |
|---|---|
| | My clothes are the right style and color. |
| | My clothes fit well and are clean and wrinkle-free. |
| | My clothes are weather-appropriate. |
| | I wore accessories that are okay for work. |
| | I wore the required accessories (belt, ID badge). |
| **Total** | **Reflection:** * How did I follow the dress code today? * How can I dress better? |

| | Learning Goal: Neat and clean appearance |
|---|---|

**Rating Scale**

| 0 ❌ not today | 1 ☝ with help | 2 💪 by myself | |
|---|---|---|---|

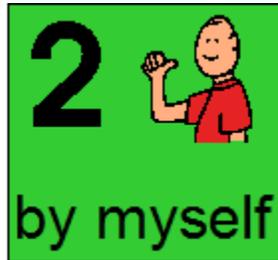| | My hair is clean, brushed and looks neat. |
|---|---|
| | My face is clean and my make-up looks natural. My face is clean and shaved. |
| | My fingernails are trimmed and clean. |
| | I smelled good all day. |
| | My teeth are brushed and my breath smells good. |
| **Total** | **Reflection:** <br> * How good do I look today? <br> * How can I look neater? |

2

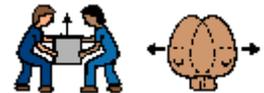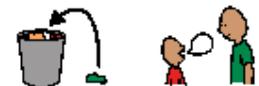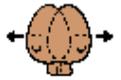| | Learning Goal: Comply with safety practices |
|---|---|
| | **Rating Scale** <br> 0 ✗ not today   1 ☝ with help   2 💪 by myself |
| | I wore the right safety gear for the job. |
| | I moved things in a safe way. |
| | I kept my work area safe and clutter free. |
| | I read and followed important signs. |
| | I saw things that were not safe and fixed them or told my supervisor. |
| **Total** | **Reflection:** <br> * How safe was I today? <br> * How could I work safer? |

# Learning Goal: Use tools and equipment appropriately

**Rating Scale**

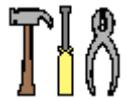| 0 ❌ not today | 1 ☝ with help | 2 💪 by myself |
|---|---|---|

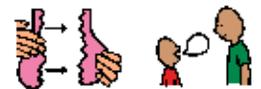| | |
|---|---|
| | I did not run into anything or anyone with equipment or tools. |
| | I handled tools and equipment the right way. |
| | I used the correct tool for the job. |
| | I took care of tools and equipment by turning them off and putting them away. |
| | I checked the tools and equipment for broken or missing pieces and reported problems. |
| **Total** | **Reflection:**<br>* How did I use my tools and equipment correctly?<br>* How could I use my tools and equipment better? |

4

# Learning Goal: Practice Punctuality

**Rating Scale**
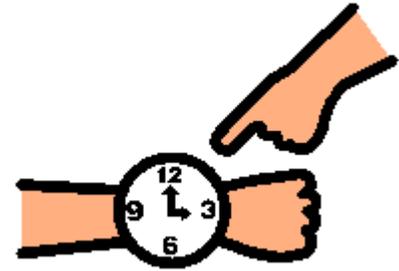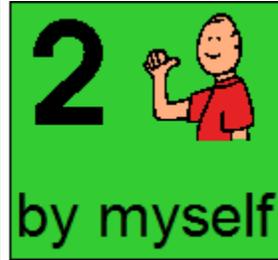
| 0 ❌ not today | 1 ☝ with help | 2 💪 by myself |
|---|---|---|

| | |
|---|---|
| | I got to work and signed in on time. |
| | I took my break at the right time. |
| | I came back from my break at the right time. |
| | I cleaned up my work area at the end of my shift. |
| | I left my work area and signed out on time. |
| **Total** | **Reflection:** <br> * How did I show punctuality today? <br> * How can I be more punctual? |

**Learning Goal: Remain on task**

| Rating Scale |
|:---:|
| **0** ❌ not today    **1** ☝ with help    **2** 💪 by myself |

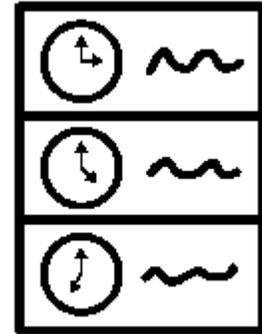| | |
|---|---|
| | I did not cause distractions at my work site. |
| | I ignored distractions. |
| | After being interrupted, I returned to my task. |
| | I finished one task and quickly moved on to the next task. |
| | I stayed focused through my whole shift. |
| **Total** | **Reflection:**<br>* How well did I remain on task today?<br>* How can I do better at remaining on task? |

| | **Learning Goal: Complete tasks in a timely manner** |
|---|---|

| | **Rating Scale** | |
|---|---|---|
| | 0 ✗ not today   1 ☝ with help   2 💪 by myself | |

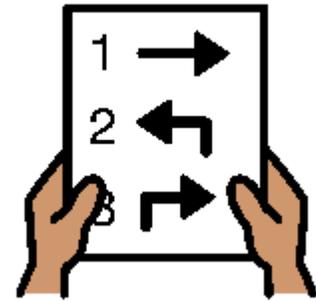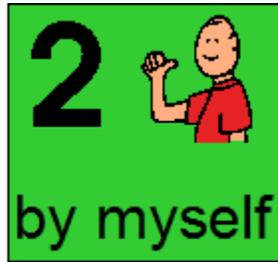| | |
|---|---|
| | I finished all of my work on time. |
| | I finished the most important tasks first. |
| | I gathered the right amount of supplies for the task. |
| | I organized my supplies so I could finish my task quickly. |
| | I finished my work first, before helping a coworker. |
| **Total** | **Reflection:**<br>* What did I do to complete my tasks quickly?<br>* How can I improve my work speed? |

| | **Learning Goal: Follow directions** |
|---|---|

| **Rating Scale** | |
|---|---|
| 0 ✗ not today   1 ☝ with help   2 💪 by myself | 1 → 2 ← 3 � |

| | |
|---|---|
| | I said or did something that showed I was listening to directions. |
| | I asked questions when I did not understand the directions. |
| | I used a strategy to help remember the directions. |
| | I followed all the directions given to me, correctly. |
| | I can teach others how to do a task by telling them the directions. |
| **Total** | **Reflection:**<br>* How well did I follow directions today?<br>* How can I follow directions better? |

| | Learning Goal: Complete tasks accurately |
|---|---|
| | **Rating Scale**  |
| | I finished all parts of my task: beginning, middle, end. |
| | I used strategies to complete the task correctly. |
| | I checked my work when I was finished. |
| | I did not make any mistakes or I fixed my mistakes before moving to the next task. |
| | After an interruption I returned to my work without making mistakes. |
| **Total** | **Reflection:** <br> * Did I do my tasks correctly today? <br> * How can I work with less mistakes? |
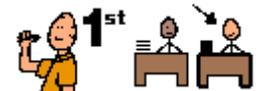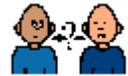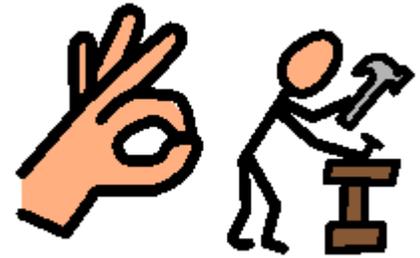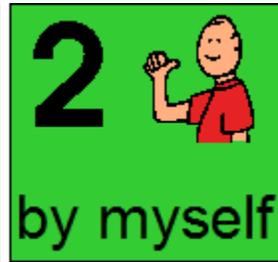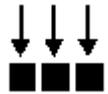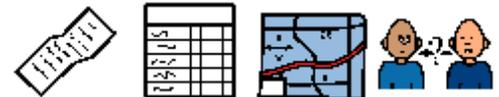
9

| | |
|---|---|
| **Learning Goal:** Works Unsupervised | |

**Rating Scale**
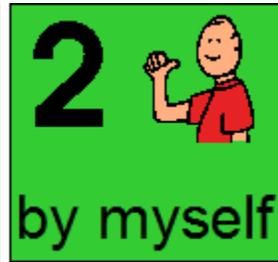
| 0 ❌ not today | 1 ☝️ with help | 2 💪 by myself | |
|---|---|---|---|

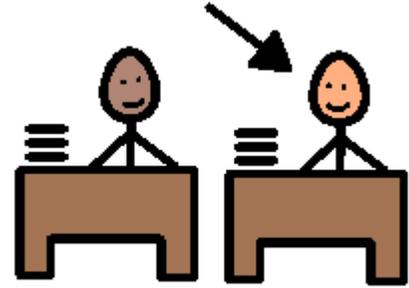| | I did my work by myself. |
|---|---|
| | When I was done with my task I moved to the next task. |
| | I tried to solve problems by myself and did not ask for help when I did not need it. |
| | I worked without disturbing the people around me. |
| | I worked without getting distracted. |
| **Total** | **Reflection:**<br>* How well did I work by myself today?<br>* How can I do more things by myself? |

| | **Learning Goal: Relate with coworkers** |
|---|---|

| **Rating Scale** | |
|---|---|

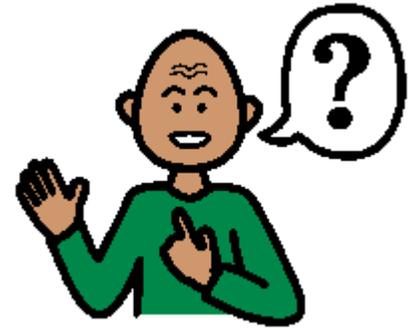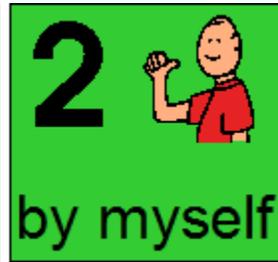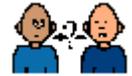| | I greeted my co-workers by name. |
|---|---|
| | I had appropriate, friendly conversations with my co-workers. |
| | I stayed on topic during conversations with my co-workers. |
| | After finishing my work, I offered to help my co-workers. |
| | I kept my conversations with co-workers positive. |
| **Total** | **Reflection:**<br>* How well did I get along with my co-workers?<br>* How can I get along better with my co-workers? |
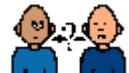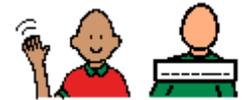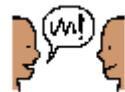
11
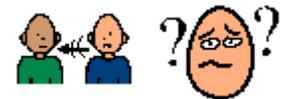
| | Learning Goal:  Seek assistance appropriately |
|---|---|

| Rating Scale | |
|---|---|
| **0** not today  **1** with help  **2** by myself | |

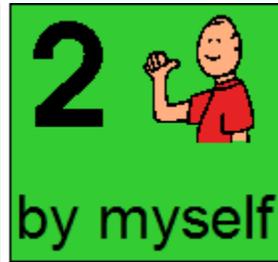| | I asked my co-worker or supervisor for help when I needed it. |
|---|---|
| | When my co-worker could not help me, I asked someone else for help. |
| | I explained the problem when I asked for help. |
| | I waited patiently for help with little problems. |
| | I asked for help with big problems right away. |
| **Total** | **Reflection:**<br>* How well did I ask for help?<br>* How can I get better at asking for help? |

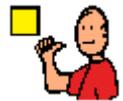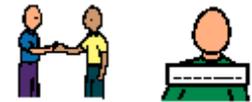| | **Learning Goal:  Cooperate as a team member** |
|---|---|
| | **Rating Scale** |
| | I stated the goal of the team or company. |
| | I listened to my teammates and helped make a plan to finish our task. |
| | I completed my assigned task as part of the team. |
| | I showed respect for each of my teammates. |
| | I complimented my team on their good work. |
| **Total** | **Reflection:**<br>* How well did I work as a team today?<br>* How can I be a better team player? |
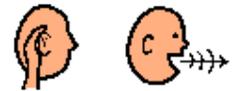
Rating Scale:

0 ✗ not today   1 ☝ with help   2 💪 by myself

13

**Learning Goal:  Interact appropriately with supervisor**
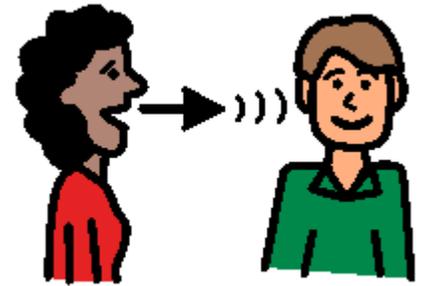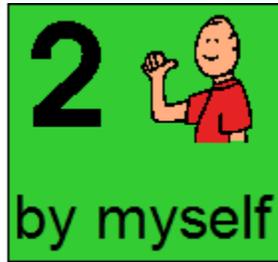
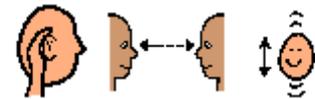| Rating Scale | |
|---|---|
| **Rating Scale** 0 ❌ not today  1 ☝️ with help  2 💪 by myself | 🗣️➡️ |

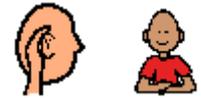| | |
|---|---|
| | I greeted my supervisor using the correct title. |
| | I was an active listener. |
| | I did what my supervisor told me to do, with a good attitude. |
| | I changed what I was doing and did what my supervisor said to do. |
| | I only asked my supervisor for help when my co-workers could not help me. |
| **Total** | **Reflection:**<br>* How well did I interact with my supervisor?<br>* How can I interact with my supervisor better? |

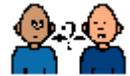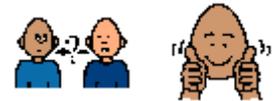**Learning Goal:  Accept constructive criticism**

**Rating Scale**
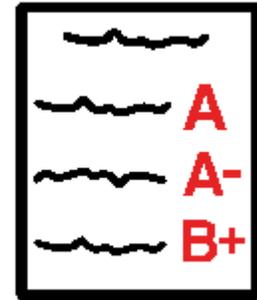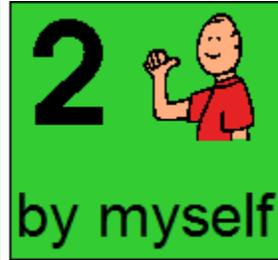
| 0 ❌ not today | 1 ☝ with help | 2 💪 by myself | A / A- / B+ |
|---|---|---|---|

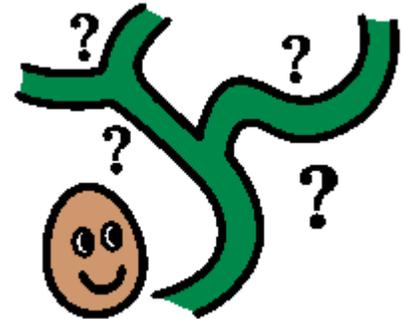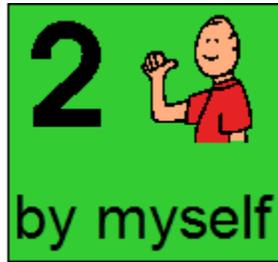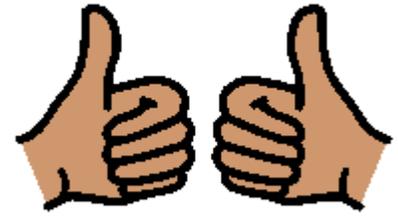| | |
|---|---|
| | When someone gave me advice, I listened calmly. |
| | When someone gave me advice, I asked questions to make sure I understood. |
| | I asked for advice on how to be better at my job. |
| | When someone gave me advice, I did not make excuses. |
| | When someone gave me advice, I made a good plan for how I can do better. |
| **Total** | **Reflection:**<br>* How well did I accept constructive criticism?<br>* How can I get better at accepting criticism? |

15

| | |
|---|---|
| **Learning Goal:** Exhibit flexibility | |

| Rating Scale | |
|---|---|
| **0** not today **1** with help **2** by myself | |

| | |
|---|---|
| | When my routine changed, I calmly did things the way my supervisor told me to. |
| | I happily worked on new or different tasks. |
| | When interrupted, I stopped my task to deal with a more important task. |
| | I stayed positive while working with different co-workers and trainers. |
| | When given a new task, I did the most important tasks first. |
| **Total** | **Reflection:** <br> * How flexible was I today? <br> * How can I be more flexible? |

| | **Learning Goal: Exhibit a desire to improve** |
|---|---|

**Rating Scale**
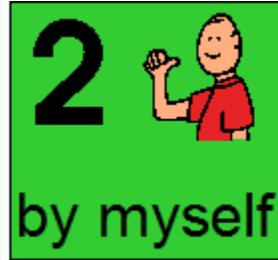
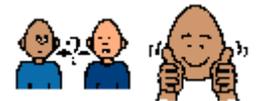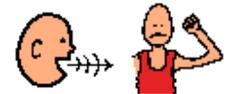| 0 ❌ not today | 1 ☝ with help | 2 💪 by myself | 👍👍 |
|---|---|---|---|

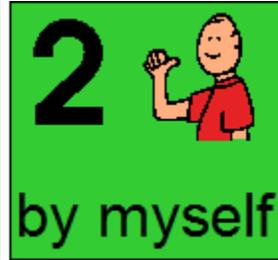| | |
|---|---|
| | I ask for more training on a task that is hard for me. |
| | I ask for ways to do my job better. |
| | I can tell others the things I need to work on to make myself a better worker. |
| | I make a plan to make myself a better worker. |
| | I use my graphs to tell what I am good at and what I need to improve on. |
| **Total** | **Reflection:** <br> \* What am I good at? <br> \* What things do I need to improve on? |

| | Learning Goal: Display frustration tolerance |
|---|---|

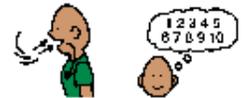| Rating Scale | |
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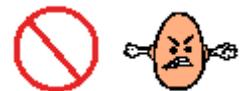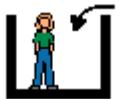| | I told others when I was frustrated. |
|---|---|
| | I told others what was making me feel frustrated. |
| | When I was frustrated, I used an appropriate strategy to remain calm. |
| | After feeling frustrated, I got back to work. |
| | I did not show my frustration when I went back to work. |
| **Total** | **Reflection:**<br>* How well did I handle frustration today?<br>* How can I get better at handling frustration? |
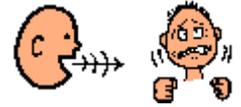
18

**Learning Goal:** Shows dependability
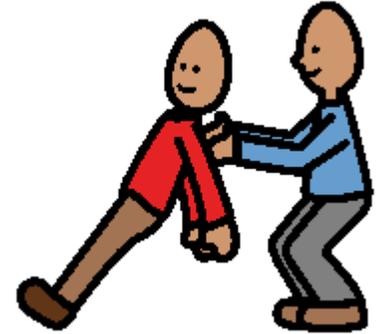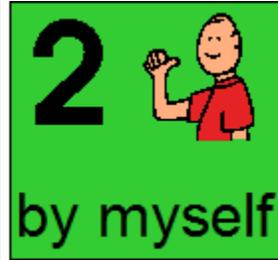
| Rating Scale | |
|---|---|
| **0** ✗ not today  **1** ☝ with help  **2** 💪 by myself | |

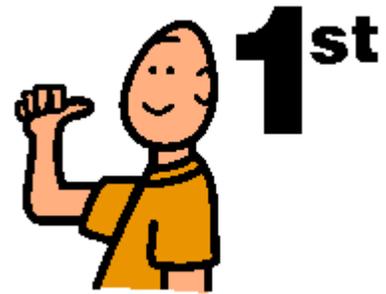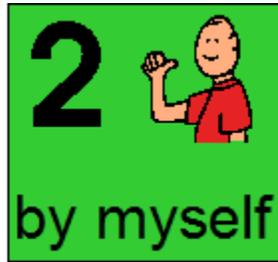| | |
|---|---|
| | I showed up for work. |
| | I worked in my work station, without walking off. |
| | I told the truth. |
| | I kept my promises and commitments. |
| | I rated my work, honestly, to be sure I did a good job. |
| **Total** | **Reflection:**<br>* How do I show I am a dependable person?<br>* How can I be more dependable? |

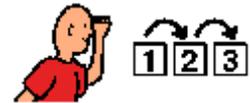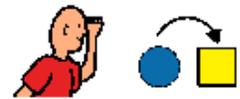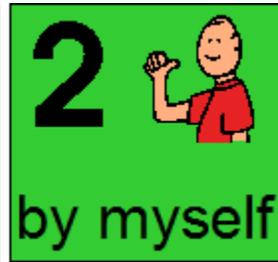| **Learning Goal:** Displays initiative | |
|---|---|
| **Rating Scale**  |  |
| | I started my work right away, without being told. |
| | I worked through tough tasks without giving up. |
| | When I was finished with my work, I found another task to work on. |
| | When I was finished with my work, I did a job that is not part of my duties. |
| | I asked to learn a new task. |
| **Total** | **Reflection:**<br>* How did I initiate my tasks today?<br>* How can I initiate tasks? |

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| | Learning Goal: Exhibits self-confidence |
|---|---|

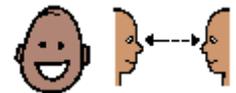| | **Rating Scale**  |  |
|---|---|---|

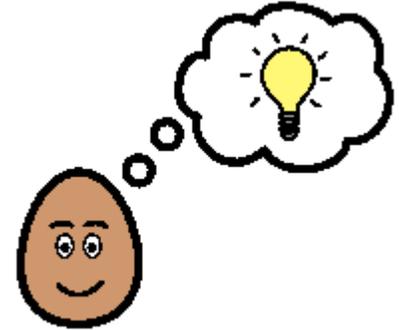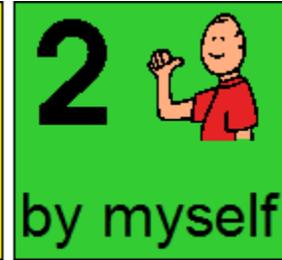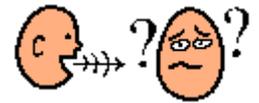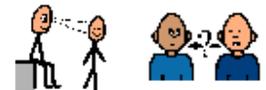| | My voice was loud enough to be heard, but not too loud for my work site.  |
|---|---|
| | I had good posture, I stood up straight.  |
| | I had a happy face, I kept eye contact and smiled.  |
| | I spoke up for myself – asked for help, talked about a problem, and made choices.  |
| | I can tell others my strengths and weaknesses.  |
| **Total** | **Reflection:**<br>\* What are some things I do well?<br>\* How can I stay positive about myself? |

| | **Learning Goal:** Solves problems effectively |
|---|---|

| **Rating Scale** | |
|---|---|
| 0 ✗ not today  1 ☝ with help  2 💪 by myself | |

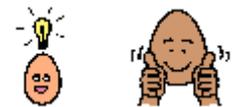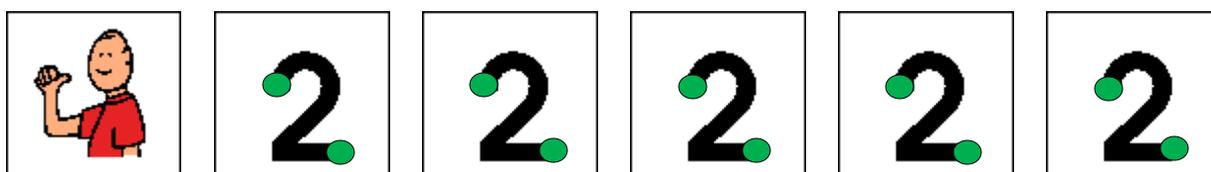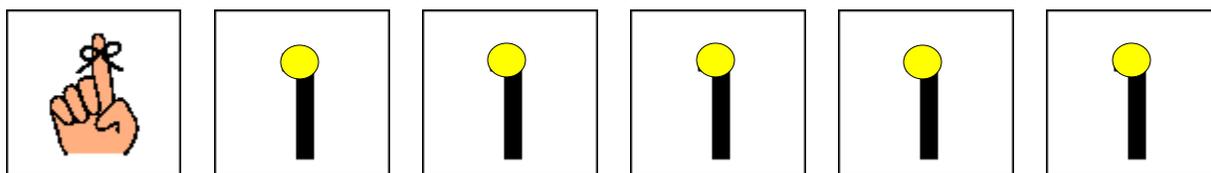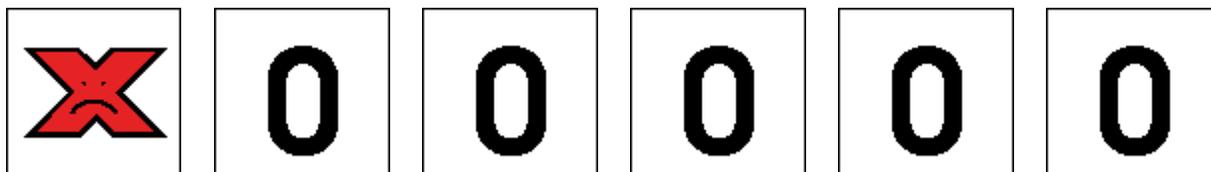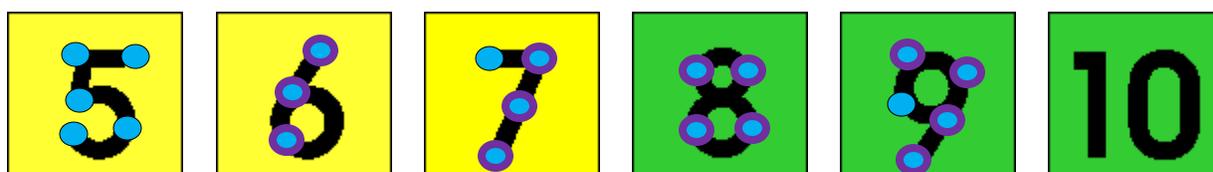| | I can tell others what is causing the problem. |
|---|---|
| | I followed my job site's procedures to solve a problem. |
| | I solved a problem by watching others solve problems or by asking for help. |
| | My solution worked well. |
| | I know the problems that could happen and make plans for solving them ahead of time. |
| **Total** | **Reflection:**<br>* What problems did I solve well today?<br>* How can I solve problems better? |

# Scale

| | | | | | |
|---|---|---|---|---|---|
| ❌ | 0 | 0 | 0 | 0 | 0 |
| 🤞 | 1 | 1 | 1 | 1 | 1 |
| 🙋 | 2 | 2 | 2 | 2 | 2 |

# Total

| 0 | 1 | 2 | 3 | 4 |
|---|---|---|---|---|

| 5 | 6 | 7 | 8 | 9 | 10 |
|---|---|---|---|---|---|

# Reflection

| ? | 👍 | 🙁 |
|---|---|---|