Career Area:
Record of Achievement

Student Name: _____

Home School: _____

Instructor Signature: _____

	4	3	2	1	0
Basic Skills					
Technical Reading and Writing; Listening; Speaking; and Technical Math					
Thinking Skills					
Problem solves; makes decisions; and reasons					
Personal Qualities					
Takes initiative; attends schools regularly; and maintains a professional appearance					
Inter-Personal Skills					
Shows teamwork and tolerance; has a positive attitude; gives and receives criticism appropriately					
Technology					
Has good computer skills; properly uses and cares for equipment and materials					
Managing Information					
Researches, retrieves, and stores information properly					
Managing Resources					
Uses people, money, time, equipment, and facilities wisely					
Systems					
Uses chain of command; troubleshoots; debugs; and repairs effectively and efficiently					

Career Major Skills	4	3	2	1	0	N/A

4 –Mastery Level– Someone who can communicate the concept well; who can demonstrate the process clearly; and who can teach and assist others.
3 – Competent/Entry Level – Someone who has performed the task independently with few mistakes during the training program; who can quickly recognize and correct mistakes; and who can communicate concepts clearly.
2 –Trainee– Additional training is required to develop skill; can do some important parts of the task; approximations are close.
1 – Novice – Exposure only, close supervision is needed.
0 – Not Instructed.

Number of days absent during the past year: _____
Technical assessment completed:_____
Student Signature: _____