

GOAL: Employment

A Find and Use Information – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1		
Tasks	Can Do Already	Cannot Do
A1.1	Read instructions on a cleaning product label	
A1.1	Read a brief email confirming the date and time of a meeting	
A1.1	Read a brief note from a co-worker	
A1.1	Follow directions to a local store	
A1.1	Read a note in a log book	
Sup	Read a brief email from a customer who has a question or a concern	
Sup	Read an email to view the agenda for an upcoming meeting	
M1	Read a classified advertisement to extract details such as a company's services. Read an email message to identify the sender, recipient and purpose	

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LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
A2.1	Read a parking sign to identify restrictions		
A2.1	Interpret danger symbols on a product label		
A2.1	Read a clothing label to identify washing instructions		
A2.1	Verify contact information on a simple personal information form		
Sup	Obtain a list of events happening at a community powwow to choose one for which you would like to volunteer		
Sup	Follow an illustration that outlines proper hand-washing techniques at work		
Sup	Look at a sign to find out the business hours of a store or an office		
M8	Locate product uses and instructions, and interpret symbols on a product label		

LEVEL 2			
Tasks		Can Do Already	Cannot Do
A1.2	Follow instructions in a recipe		
A1.2	Read a brief letter from a landlord about scheduled maintenance and repairs		
A1.2	Read a brochure to learn about a new product or piece of equipment		
A1.2	Read an email outlining project expectations		
Sup	Read a brochure from a utility company describing changes in service		

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LEVEL 2 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Read a recall memo about a faulty appliance from a manufacturer so that you can take the required action		
Sup	Read a job description to determine your suitability for the position		
M3	Read a detailed information sheet to obtain company and product information		
A2.2	Locate fire exits on a floor plan		
A2.2	Review information on a job application form		
A2.2	Refer to a table of contents to find the page number of a troubleshooting section		
A2.2	Interpret survey results displayed in a circle graph		
Sup	Refer to a Band Office/municipal organizational chart to locate the supervisor of a department		
Sup	Verify information on a personal, work, or school form to make sure all the information is complete		
Sup	As research for an upcoming project, review a chart in a consumer guide outlining the various features of a product		
M11	Refer to a table of contents and catalogue to extract and connect detailed information		

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LEVEL 3		
Tasks	Can Do Already	Cannot Do
A1.3	Read a trade magazine article to learn about industry trends	
A1.3	Compare consumer reviews from a variety of web sites to choose a new computer	
A1.3	Read an information package from a charity to decide whether to make a donation	
Sup	Read three to four letters of complaint from customers to identify problems and possible solutions	
Sup	Read at least three different sources to gather information for a research report	
M6	Read a company policy handbook to connect, evaluate and integrate information	
A2.3	Follow a flow chart to learn steps in a process	
A2.3	Interpret a line graph to compare production rates between facilities over time	
A2.3	Interpret a project plan to determine whether adjustments to schedules or activities need to be made	
Sup	Interpret a report that uses both charts and graphs to identify monthly and annual sales targets	
Sup	Review a customer service flowchart to evaluate and revise the process within your organization to deal with customer complaints	
Sup	Use a postal rate chart to identify the cost of sending a package to a particular location	

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LEVEL 3 Cont'd		
Tasks	Can Do Already	Cannot Do
Sup	Compare quantities, products, and prices in an order form and corresponding invoice to make sure the invoice is accurate	
M12	Refer to several documents to connect, evaluate and integrate information	

UN-LEVELLED		
Tasks	Can Do Already	Cannot Do
A3	Observe a demonstration to learn about the uses of a new product	
A3	Listen to a podcast to learn about recent events	
A3	Watch a webinar to learn about a topic	
Sup	Attend a brief team meeting to obtain information that you need to be aware of to do your job	
Sup	Watch a brief promotional video to learn about becoming a volunteer with a local community organization	
Sup	Watch a first aid training video to be able to identify the five common signs of stroke	
Sup	Accurately report detailed observations to your health and safety representative if you witness a workplace accident	
Sup	Attend a job fair about apprenticeship opportunities in Ontario to help you decide which trade you should pursue	
M14	Watch and/or listen to a film, broadcast or presentation to extract information	

GOAL: Employment

B Communicate Ideas and Information – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1			
Tasks		Can Do Already	Cannot Do
B1.1	Ask for directions to a supplier		
B1.1	Make an appointment		
B1.1	Explain how to use a photocopier		
B1.1	Describe a routine task		
Sup	Greet a regular volunteer at the learning environment, community centre or workplace		
Sup	Show a peer where the lunchroom is located		
M15	Provide directions to a familiar location and instructions for how to carry out a familiar process		
B2.1	Write a reminder note about upcoming plans		
B2.1	Write a thank you note		

GOAL: Employment

LEVEL 1 Cont'd		
Tasks	Can Do Already	Cannot Do
B2.1	Write a brief email to request information	
B2.1	Write a telephone message	
B2.1	Write instructions to describe a simple procedure	
B2.1	Send a text message with directions to a destination	
M18	Write brief texts to express thanks to an employer and to make a request	
B3.1	Complete a simple personal information form	
B3.1	Record an appointment in an agenda or calendar	
B3.1	Write a cheque	
B3.1	Create a sign to inform visitors that an elevator is out of order	
B3.1	Write a "to do" list	
Sup	Complete an inventory for a community swap and shop	
M27	Complete a simple form and make entries in a calendar	
M28	Create and organize a to-do list	

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LEVEL 2			
Tasks		Can Do Already	Cannot Do
B1.2	Brainstorm to generate solutions to a problem		
B1.2	Participate in discussions on various approaches to a project		
B1.2	Explain safety procedures to a co-worker, and answer any questions		
Sup	Participate in a Talking Circle, and make suggestions to improve a situation in your learning or work environment		
Sup	Share opinions with your peers to generate solutions to a problem		
Sup	Explain to your supervisor why you need to request a day off for a non-statutory ceremonial holiday		
Sup	Introduce yourself to a new instructor or a new supervisor at work, and express your opinions about the work you will be doing		
Sup	Participate in a group discussion to determine roles and responsibilities in a group project		
M16	Carry on a brief exchange to share and support your opinion		
B2.2	Write a notice to advertise an event		
B2.2	Write an email to explain steps involved in a project		
B2.2	Write a letter to request a refund for a product		
B2.2	Write an email explaining why an extension is needed on an assignment		

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LEVEL 2 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Write a memo to other employees outlining the clean-up routine in the coffee room, and assign duties		
M22	Write an email to express interest and to provide information supporting a request		
B3.2	Complete a job application form		
B3.2	Book a hotel room online		
B3.2	Complete a customer satisfaction survey		
B3.2	Draw a floor plan to figure out where to place furniture or equipment		
B3.2	Create a table to compare products, supplies, or services		
Sup	Fill out a maintenance request form to ask for a repair in your residence or at work		
Sup	Create a chart for organizing duties for three to four people, such as for carpooling to work or school		
Sup	Complete a survey about a product or service		
M29	Complete a registration form to enroll in a course		
M30	Create a table to organize and compare product or service information		

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LEVEL 3		
Tasks	Can Do Already	Cannot Do
B1.3	Participate in a job interview	
B1.3	Present project results to peers	
B1.3	Negotiate with a service provider to obtain a discount	
B1.3	Discuss and support opinions through exchanges with peers during an online course	
B1.3	Explore concepts in an extended discussion about politics, comparing and contrasting ideas	
Sup	Make a presentation asking for a new resolution at a Band Council meeting	
Sup	Assist a co-worker who is having difficulty with his or her work	
Sup	Participate in a panel discussion on an educational, a work, or a community topic	
Sup	Make a 15-minute presentation to peers on career research	
Sup	Present a report at a meeting, such as a public meeting about a local issue or a parent's meeting about a school issue	
Sup	Negotiate budget requirements as part of a proposal for funding for your small business or community group	
M17	Make a 10- to 15-minute presentation to propose a solution, to persuade or to inform others about a topic	

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LEVEL 3 Cont'd		
Tasks	Can Do Already	Cannot Do
B2.3	Write a letter to a Band/public official outlining concerns about neighbourhood safety	
B2.3	Write a summary to express an opinion on a topic	
B2.3	Write an incident report describing the events leading up to an accident	
Sup	Write a memo to the Band Office advising on how repair work should be carried out in the community school	
Sup	Prepare a written speech for a community meeting or event to convince others of an important issue	
Sup	Write a cover letter for a resume	
Sup	Write an incident report about an accident that happened at work	
Sup	Write a letter to the editor or to your mayor expressing your opinion about an environmental or safety issue	
M25	Write a formal letter to express concerns and to propose solutions	
B3.3	Complete or create a budget template with sub-categories for expenses and income	
B3.3	Create a multi-phase product or production schedule	
B3.3	Create a scale drawing for a front yard landscaping project	
Sup	Complete forms for a Band Council resolution	

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LEVEL 3 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Complete forms to start a business with Aboriginal Business Canada		
Sup	Complete a performance evaluation form		
Sup	Create a chart or table to display the results of a detailed survey or questionnaire		
M32	Enter information on a somewhat complex form		
M34	Create a multi-phase schedule to display a sequence of activities		
M35	Create a flowchart to illustrate a process described in a text		

UN-LEVELLED			
Tasks		Can Do Already	Cannot Do
Sup (B4)	Perform a traditional dance at a community powwow, i.e, Jingle Dress, Grass Dance		
Sup	At a children's assembly, share a traditional legend through storytelling		
Sup	For a public event, write and re-enact a historic play depicting an event from your community or culture		
Sup	Make a card for a friend, relative, co-worker, instructor, or guest presenter		
Sup	Create a calendar using original photography or artwork for a personal gift or for a group fundraiser		

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UN-LEVELLED Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Creatively promote your program or business in a display of original photographs		
Sup	Design a bulletin board for your learning centre or workplace to display information		
Sup	Write a skit for a workshop or an event		
Sup	Collect memorabilia to be used at a gathering to honour a person or group		
Sup	Compose a story or poem for a program or department newsletter		
M36	Use a medium of your choice to express yourself creatively		

GOAL: Employment

C Understand and Use Numbers – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1			
Tasks		Can Do Already	Cannot Do
C1.1	Compare the cost of buying two or more products at two grocery stores		
C1.1	Keep a running total of travel expenses over the course of a month		
C1.1	Calculate change from a purchase		
Sup	Subtotal the cost of a list of materials for a project		
Sup	Calculate the cost gas or the cost of using public transit for one month to travel from home to the learning centre or from home to work		
Sup	Use coins and bills (or “mock” money) to count out exact change for the purchase of small items		
M37	Refer to flyers and price lists to make simple comparisons and calculations		
C2.1	Use a stopwatch to time an event		

GOAL: Employment

LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
C2.1	Use "best before" dates to select fresh foods		
C2.1	Calculate travel time from departure and arrival times		
Sup	On your weekly timesheet, add the total number of hours you worked and submit the timesheet to payroll		
Sup	Schedule your work day, including two 15-minute breaks and a half-hour lunch break		
Sup	Track the number of minutes per week that you spend doing homework, housework, or another activity		
M41	Read time on digital and analog clocks and calculate elapsed time		
C3.1	Use a store flyer to select a desk that is big enough to fit a computer and printer		
C3.1	Check the temperature on an outdoor thermometer		
C3.1	Compare grams of sodium in two types of soup		
C3.1	Compare distances in a ski jumping event		
C3.1	Measure a piece of furniture to see if it will fit through a doorway		
Sup	Identify various standard measuring tools to select which ones would be used for different projects or tasks		
Sup	Measure the air pressure in bicycle or car tires		

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LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Use Imperial measurement to calculate the dimensions of a room to see how much of a decorative border would be needed		
Sup	Measure different items to practice reading various measurement tools		
Sup	Estimate the length of a piece of fabric to determine if there is enough material to complete a craft or sewing project		
M45	Identify distances, measure temperature, make simple comparisons and calculations		
C4.1	Count the number of boxes in a shipment to verify that the correct number was received		
C4.1	Compare two boxes of granola bars to find out which box contains more bars		
C4.1	Calculate the number of cars required to take a class of children to a sporting event		
Sup	Read a simple bar graph to determine the number of jobs in a specified employment sector		
Sup	Order a numerical list from highest to lowest		
M49	Interpret survey data to make calculations and comparisons		

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LEVEL 2			
Tasks		Can Do Already	Cannot Do
C1.2	Calculate cost savings on a purchase during a "15% off" sale		
C1.2	Prepare an invoice calculating unit costs, subtotal, taxes, and total		
C1.2	Calculate the unit price of each item sold in a package		
C1.2	Estimate the cost of a roast using the price per kilo		
Sup	Determine the amount of HST that you paid on an item and the amount that will be rebated on the PST 8% portion		
Sup	Calculate the amount of Canadian money needed to purchase \$500 US at today's exchange rate		
Sup	Calculate the total cost (including HST) for the purchase of three items, such as a piece of clothing, a haircut, and a binder		
Sup	Estimate how much of your tip money goes to your co-workers if they get 25% of your total tips		
Sup	Estimate the labour costs to complete a landscaping job for a customer		
M38	Refer to receipts to verify costs and make calculations		
C2.2	Calculate the cooking time for a chicken using a rate		
C2.2	Plan one's day by estimating how long activities will take and sequence them accordingly		

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LEVEL 2 Cont'd		
Tasks	Can Do Already	Cannot Do
C2.2	Calculate the number of hours worked in a week, taking into account breaks	
C2.2	Convert fractions of hours to decimals to complete a timesheet	
C2.2	Convert minutes logged on the Internet to hours and minutes	
C2.2	Convert a departure time from the 24-hour to 12-hour clock	
Sup	Convert the number of hours to complete a project into days, for the purpose of budgeting	
Sup	Determine the time required for a specific job, using established production rates per person	
Sup	Convert a train, bus, or flight schedule from 24-hour time to 12-hour time, indicating a.m. or p.m. so that your departure and arrival times correspond to your analog clocks	
M42	Make calculations using a timesheet	
C3.2	Adjust quantities to double or half a recipe	
C3.2	Using a floor plan, calculate and compare the square footage of two hotel rooms	
C3.2	Use a map scale to calculate the distance between two points	
C3.2	Convert kilobytes to megabytes to determine the remaining capacity of an electronic device	
C3.2	Dilute a cleaning product using a ratio	
C3.2	Estimate whether there is enough flour and sugar on hand to carry out a recipe	

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LEVEL 2 Cont'd		
Tasks	Can Do Already	Cannot Do
Sup	Using the pattern of a birch bark canoe, have learners measure and calculate how much birch bark they would need to make a canoe	
Sup	Use ratios to make a correct gasoline-oil mixture for a piece of equipment	
Sup	Estimate the volume of a fish tank or small pool to determine how much water is needed to fill it	
Sup	Calculate the total floor area of the rooms in a residence for a potential rental or sale listing	
Sup	Calculate the kilometres per litre on three different vehicles to determine which vehicle has the best "fuel economy"	
Sup	Leaving a 30-centimetre perimeter from the walls, measure the length and width of a rectangular room and calculate the area to determine what size area rug will best fit the room	
M46	Refer to a map and directions to calculate and convert distances	
C4.2	Identify peak production periods by interpreting a line graph	
C4.2	Interpret a pie graph to identify election results	
C4.2	Estimate how much stock to order based on last year's sales	
Sup	Use the previous month's sales data to determine how many cases and types of soft drinks to purchase for the coming month for your school or community snack bar	

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LEVEL 2 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Calculate the average number of finished products produced per week and per month at your place of work		
Sup	Collect data on customer traffic patterns for a one-week period in a local restaurant to inform the scheduling of staff		
Sup	Conduct a simple survey of local residents or classmates to determine attitudes about an issue of concern, and display the data on a suitable type of graph		
M51	Make summary calculations to interpret demographic data		

LEVEL 3			
Tasks		Can Do Already	Cannot Do
C1.3	Compare costs and services from several providers to select a cell phone plan		
Sup	Estimate labour and material costs for a small renovation job to produce a price quote for a customer		
Sup	Determine how much change will be given back to a customer for a lunch bill of \$24.67, when the customer gives you a \$50 bill and asks you to keep a 15% tip		
Sup	Prepare a pay stub (including deductions) to determine net pay		
Sup	Track the progress of a \$1,000 stock investment on the TSX (Toronto Stock Exchange) for a specified period to calculate the gain or loss		

GOAL: Employment

LEVEL 3 Cont'd			
Tasks		Can Do Already	Cannot Do
M40	Create a budget to achieve a financial goal		
C2.3	Create a weekly work schedule for several employees		
C2.3	Adjust a project schedule to accommodate delays		
Sup	Determine the best investment option by calculating the time required for a fixed amount to produce a particular return at three different compounded interest rates		
Sup	Create a schedule for a two-day round-robin hockey tournament with 16 teams, allowing 75 minutes per game, 15 minutes between games for ice flooding, and a two-hour time limit for semifinal and final games		
Sup	Visit online travel sites and use a travel database to plan, schedule, and budget for a trip		
M44	Create a multi-phase schedule to plan and sequence activities		
C3.3	Calculate paint quantity given room dimensions and paint coverage rates		
C3.3	Calculate the number of cans of tomatoes (in ml) needed when doubling a recipe calling for ounces		
C3.3	Calculate the area of a room that includes a bay window		
C3.3	Estimate the volume of sand required to prepare the foundation for a curved walkway		

GOAL: Employment

LEVEL 3 Cont'd			
Tasks		Can Do Already	Cannot Do
C3.3	Create a scale drawing for a shed		
C3.3	Calculate the area of an irregularly shaped room to determine whether furniture and equipment will fit		
Sup	Create a pattern drawn to scale to construct a tipi that could be built for a ceremony or celebration		
Sup	Calculate the angle(s) at which lumber would need to be cut to create a raised triangular flowerbed or other similar structure		
Sup	Determine the number of sprinklers required for an in-ground sprinkler system, given lawn dimensions and the area covered by each sprinkler		
Sup	Create a design for a two-level area, such as a deck, and determine how much material you would require for the floor area of this structure		
M47	Refer to dimensions and quantities to calculate and convert measurements		
C4.3	Monitor a child's growth over time using weight and height percentiles		
C4.3	Calculate the percent change in a population over a given time period		
Sup	Refer to government graphs of employment data for your region, and compare this data to other government data showing the future outlooks for these areas of employment in the same region		

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LEVEL 3 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Estimate the time needed to complete your Learner Plan based on the time you attend, the amount of time you spend outside of class on your schoolwork, and the requirements for your goal completion		
M52	Interpret data and make predictions from income data		
M53	Interpret data and make predictions from employment data		

GOAL: Employment

D Use Digital Technology – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

LEVEL 1		
Tasks	Can Do Already	Cannot Do
D.1	Use a debit or credit machine to make a purchase	
D.1	Set or disarm an alarm system	
D.1	Log in to a user account on a computer	
D.1	Delete photos from a digital camera	
D.1	Use basic word processing software, such as Notepad, to write a note	
Sup	Insert Native art into a Word document to advertise a community event	
Sup	Fax a resume and cover letter as part of a job application	
Sup	Use a hand-held device to record voice notes	
Sup	Create a password for access to a personal or work email account	
Sup	Use the calculator on the computer to tally weekly expenses	

GOAL: Employment

LEVEL 1 Cont'd			
Tasks		Can Do Already	Cannot Do
Sup	Enter names and phone numbers into a pre-formatted table to make a contact list		
M54	Log into a user account on a computer		

LEVEL 2			
Tasks		Can Do Already	Cannot Do
D.2	Send a text message		
D.2	Create and save a simple Excel spreadsheet		
D.2	Establish a wireless connection		
D.2	Use online banking to check a bank balance or pay a bill		
D.2	Program a street navigation GPS unit to find directions to a destination		
D.2	Access a social networking website and post a message		
D.2	Send and receive an email		
D.2	Conduct a keyword search to find a website		
D2	Purchase a bus ticket online		
D.2	Organize digital files into folders		
D.2	Conduct a computer search to locate a recently used document		
D.2	Create a new user account on a computer		
D.2	Download and watch a podcast		

GOAL: Employment

LEVEL 2 Cont'd		
Tasks	Can Do Already	Cannot Do
D.2	Complete an online questionnaire	
Sup	Transfer and save photos from a digital camera to a computer or an external storage device	
Sup	Connect a projector to a desktop or laptop computer to give a presentation	
Sup	Use a document scanner to scan materials that you want to save electronically, as part of your personal portfolio, such as a PLAR portfolio	
Sup	Video-record a presentation by a learner or guest speaker	
Sup	Create an invoice using a spreadsheet template	
Sup	Using presentation software, create a simple slideshow to accompany an oral presentation	
Sup	Using video-editing software, create a photo loop to present photos at an event or special occasion	
M55	Conduct an Internet search	

LEVEL 3		
Tasks	Can Do Already	Cannot Do
D.3	Create a report using a variety of formatting options, such as inserting a table, graph, and contents list	
D.3	Use a handheld GPS unit to record points along a route (e.g. use menus, etc.)	

GOAL: Employment

LEVEL 3 Cont'd			
Tasks		Can Do Already	Cannot Do
D.3	Find and install a freeware version of software		
D.3	Upload a file and post it on a wiki page		
D.3	Locate and browse several websites to explore career options		
D.3	Re-establish an inoperative internet connection		
D.3	Take an online course that requires participants to upload assignments and use collaborative tools, such as discussion boards		
Sup	Install and configure a local computer printer		
Sup	Use a template to produce a multi-page newsletter for an organization or event		
Sup	Use photography software to create a double-sided brochure for a fundraiser		
Sup	Create a spreadsheet for a small business payroll		
M56	Select a computer program and use a wide range of software features to present information		

GOAL: Employment

E Manage Learning – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

Performance Descriptors		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
E	Demonstrating a positive attitude toward learning			
E	Accepting positive feedback and constructive criticism			
E	Recognizing and expressing when I do not know something			
E	Accepting new learning challenges			
E	Willing to work independently			
E	Taking responsibility for my learning			
E	Taking initiative to start working on my own			
E	Taking risks in learning situations that feel unfamiliar			
E	Managing my time (e.g. making realistic estimates about time, meeting deadlines, completing activities and tasks in a logical order)			

GOAL: Employment

Tasks		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
E	Attending class regularly and on time			
E	Checking the accuracy of my work			
E	Following instructions			
E	Taking clear and correct notes			
E	Highlighting or underlining key information			
E	Organizing my learning materials			
E	Using a calendar or agenda			
E	Identifying ways to remember information and reinforce what I'm learning (e.g. reviewing my notes)			
E	Creating "to do" lists to keep organized			
M57	Identify the ways you have begun to demonstrate that you can set realistic short-term goals, use learning strategies, and monitor your own learning			
M58	Identify the ways you have demonstrated that you can set realistic short- and long-term goals, have begun to use a variety of learning strategies and monitor and evaluate your own learning			
M59	Identify the ways you have demonstrated that you can set realistic short- and long-term goals, use a variety of learning strategies, and monitor and evaluate your own learning			

GOAL: Employment

F Engage With Others – Self-Assessment

NAME	
DATE	

INSTRUCTIONS:

Put a checkmark (✓) in the appropriate box according to what you can do as of today.

Performance Descriptors		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
F	When I am working with others, I make sure I understand my role and seeks clarification as required			
F	I recognize the roles of others			
F	I am able to acknowledge and identify my responsibilities and those of others			
F	I am able to accepts my share of responsibilities when working with others			
F	I am respectful of others by acknowledging and accepting their perspectives even though I may not agree			
F	When working with others, I am able to be flexible and adapt my behaviour to the demands of the situation			
F	When working with others, I show up prepared to participate and try my best to meet deadlines			

GOAL: Employment

Tasks		I'm Good at This	I'm Not Very Good at This	I Would Like to Work on This
F	I am willing to help others			
F	I am able to make contributions that take into account my strengths and limitations			
F	I recognize that there may be areas of agreement and disagreement when working with others			
F	I am able to identify options for resolving disagreements			
F	When there is a disagreement, I contribute to finding a mutually agreeable resolution			
F	I take positive action to resolve conflict with others			
M60	Engage with others to achieve a shared outcome			