

Employability Skills Inventory

ORGANIZATION AND ATTENTION TO DETAIL

- Conducting and completing assignments and projects with a consistent standard of high quality; taking pride in one's service and work.
- Ensuring that materials, files, manuals, etc. are organized and easy for anyone to find.
- Interpreting and reporting any errors or miscalculations found in planning documents, data generation, technical reports, and other documents appropriate to a chosen service area.
- Time management – Planning, setting goals, prioritizing, completing tasks on time and accurately, and communicating when you or your projects will be late.

Potential Performance Tasks

The following is a list of potential performance tasks that demonstrate how *Organization and Attention to Detail* pertains to a service year experience. These are just examples and do not necessarily reflect a comprehensive list of tasks every service year corps member will do during their service year – there may be other tasks that demonstrate proficiency in *Organization and Attention to Detail*.

- Keeping one's own work area clean and organized.
- Keeping records and documentation organized and aligned with any auditing or regulatory requirements.
- Documenting decisions made during discussions or meetings.
- Close review of emails and reports for spelling errors and grammatical mistakes that hinder the message, prior to sending.
- Setting expectations with stakeholders around project or task completion.
- Keeping to do lists to prioritize and stay on top of tasks.

Detailed Rubric

The following rubric is meant to provide service year program staff and service year corps members a guide to assess *Organization and Attention to Detail* as a skill. This rubric should be utilized as a tool during check-in meetings to determine coaching and professional development discussions and recommendations.

SKILL	Emerging	Developing	Proficient	Advanced
Conducting and completing assignments and projects with a consistent standard of high quality; taking pride in one's service and work.	<ul style="list-style-type: none"> Needs major assistance to complete projects to avoid many errors and oversights. Takes no initiative to ensure project deliverables and tasks are completed on time and with minimal errors. Sends emails without reviewing to ensure all fields are filled out and all information is accurately captured. Tries to finish a project or task quickly without checking for 	<ul style="list-style-type: none"> Needs some assistance to complete projects to avoid errors and oversights. Takes some initiative to ensure project deliverables and tasks are completed on time and with minimal errors. Occasionally sends emails without reviewing to ensure all fields are filled out and all information is accurately captured. Finishes projects or tasks quickly, sometimes without checking for errors. 	<ul style="list-style-type: none"> Takes care to complete projects without errors and oversights. Asks if unsure about a particular component. Independently takes initiative to ensure project deliverables and tasks are completed on time and with minimal errors. Sends complete emails where all fields are filled out and all information is accurately captured. May finish projects or tasks quickly but always goes back and checks the work. 	<ul style="list-style-type: none"> Meets proficiency benchmark and helps peers by modeling the completion of assignments with a consistent standard of high quality. Goes above and beyond by finishing their tasks then asking others if they need help or support.
Ensuring that materials, files, manuals, etc. are organized and easy for anyone to find.	<ul style="list-style-type: none"> Work/service area is disorganized so that peers and supervisors cannot access and find materials, files, etc. when needed. Routinely needs assistance developing an online or hard copy filing system for important documents or files. Names/labels files or materials incorrectly or in a way that makes them challenging to find. 	<ul style="list-style-type: none"> Work/service area is somewhat organized but, occasionally, peers and supervisors cannot access and find materials, files, etc. when needed. Occasionally needs assistance developing an online or hard copy filing system for important documents or files. Occasionally names/labels files or materials incorrectly or in a way that makes them challenging to find. 	<ul style="list-style-type: none"> Work/service area is organized so that peers and supervisors can access and find materials, files, etc. when needed. Has developed or follows an established process for filing online or hard copy documents. Names/labels files or materials correctly making them easy to find. 	<ul style="list-style-type: none"> Meets proficiency benchmark and helps peers by modeling organized behavior. Is often asked to help create organizational processes for materials or documents.

SKILL	Emerging	Developing	Proficient	Advanced
Interpreting and reporting any errors or miscalculations found in planning documents, data generation, technical reports, and other documents appropriate to a chosen service area.	<ul style="list-style-type: none"> Needs extensive assistance in identifying and explaining key concepts reflected in reports or manuals they are reading and reviewing. Rarely asks questions about key concepts they don't understand resulting in errors. Needs extensive assistance to create planning documents, data reports, or other materials needed for their service. Creates reports or other documents with extensive errors or miscalculations. 	<ul style="list-style-type: none"> Needs some assistance in identifying and explaining key concepts reflected in reports or manuals they are reading and reviewing. Asks some questions about key concepts they don't understand, but needs to ask more for complete understanding. Needs some assistance to create planning documents, data reports, or other materials needed for their service. Creates reports or other documents with some errors or miscalculations. 	<ul style="list-style-type: none"> Needs little assistance in identifying and explaining key concepts reflected in reports or manuals they are reading and reviewing. Asks all the questions needed to understand important concepts. Is able to independently create planning documents, data reports, or other materials needed for their service. Creates reports or other documents that have few, if any, errors or miscalculations. 	<ul style="list-style-type: none"> Meets proficiency benchmark and helps peers by modeling quality reporting and documentation. Is often asked to help develop reports and document processes
Time management - Planning, setting goals, prioritizing, completing tasks on time and accurately, and communicating when you or your projects will be late.	<ul style="list-style-type: none"> Has not created systems to organize or prioritize tasks and deliverables, so is often off track. Does not set expectations appropriately for when, based on their workload and schedule, they will reasonably be able to complete a task or deliverable. Does not communicate when their work will be late or if they are struggling to complete a task. Submits deliverables that are incomplete or filled with errors. Waits until the very last moment to complete a task, which often results in schedule delays. 	<ul style="list-style-type: none"> Has created some systems to organize or prioritize tasks and deliverables, but occasionally still struggles to stay on track. Occasionally sets expectations appropriately for when, based on their workload and schedule, they will reasonably be able to complete a task or deliverable. Occasionally communicates when their work will be late or if they are struggling to complete a task. Submits deliverables that are sometimes incomplete or have some errors. Occasionally waits until the very last moment to complete a task, which sometimes results in schedule delays 	<ul style="list-style-type: none"> Has created systems to organize or prioritize tasks and deliverables, and consistently stays on track Sets expectations appropriately for when, based on their workload and schedule, they will reasonably be able to complete a task or deliverable. Communicates when their work will be late or if they are struggling to complete a task. Submits deliverables that are complete and have few, if any, errors. Completes tasks on time. 	<ul style="list-style-type: none"> Meets proficiency benchmark and helps peers by modeling effective time management strategies. Is often asked to help create time management processes or share about their own successful time management processes.