



Supervising Mentor Name:

Business/Organization:

(Additional Career Ready Practice Standards on next page→)

CAREER READY PRACTICES

Attendance

Report on time

Attend on scheduled days

Notify mentor if he/she will be absent

Hygiene / Dress

Wear appropriate attire

Demonstrate personal hygiene

Use of Time / Task Completion

Work productively

Demonstrate initiative

Demonstrate responsibility

Interpersonal Skills

Follow instructions as given

Ask for clarification as needed

Demonstrate ability to work effectively on a team

Work cooperatively with mentor

Demonstrate a positive attitude

Communicate and works well with coworkers

Maintain self-control

Demonstrate ability to accept feedback

Technology

Use job specific technology