



SONOMA COUNTY WORK-READY CERTIFICATION

Portfolio Components Checklist

| Name: | Date: |
|---|-------------------------|
| TOP TEN SKILLS | Method of Assessment |
| 1. Demonstrate willingness to work Preferred method of assessment: observation | |
| 2. Demonstrate integrity Preferred method of assessment: observation | |
| 3. Communicate in spoken and written English Preferred method of assessment: basic writing and spelling test | |
| 4. Demonstrate promptness Preferred method of assessment: school/work records | |
| 5. Avoid absenteeism Preferred method of assessment: observation | |
| 6. Avoid use of language or comments that stereotype others Preferred method of assessment: problemsolving/critical thinking | |
| 7. Read & understand written information Preferred method of assessment: basic reading test | |
| 8. Maintain appropriate grooming and hygiene Preferred method of assessment: observation | |
| 9. Be respectful of the opinions & contributions of others Preferred method of assessment: problemsolving/critical thinking | |
| 10. Take responsibility for completing one's own work accurately Preferred method of assessment: observation | |
| PLUS SKILLS | Method of Assessment |
| Demonstrate willingness & ability to learn Preferred method of assessment: observation | |
| Have and apply computer skills Preferred method of assessment: computer literacy test | |
| Demonstrate customer service skills Preferred method of assessment: observation | |
| Work well with others as part of a team Preferred method of assessment: observation | |
| Use and apply basic math Preferred method of assessment: basic math test | |
| OTHER PORTFOLIO COMPONENTS | List the Items Included |
| Work-Ready Certification application and checklist Required | |
| Sample Job application (with 3 references) Required | |
| Cover Letter and Resumé Required | |
| Letters of reference At least one required | |
| Certificates, career-related instruction, & work samples Recommended | |
| School transcripts and attendance records Highly Recommended | |