

ProStart Program Student Learning Outcome: Demonstrate workplace soft skills in various culinary and foodservice settings.

Interpersonal Relationships Displaying the skills to work effectively with others from diverse backgrounds.	Integrity Displaying strong business and work ethics.	Professionalism Maintaining a courteous, conscientious, and generally businesslike manner in the workplace.	Dependability & Reliability Displaying responsible behaviors at work.	Adaptability & Flexibility Displaying the capability to adapt to new, different, or changing requirements.	Ability & Willingness to Learn Demonstrate the importance of learning new information for both current and future problem solving and decision-making.	Motivation Demonstrating a commitment to effective job performance.
Rating Scale: 10 = Excellent 7 = Satisfactory 6 ≤ Needs Improvement	Rating Scale: 10 = Excellent 7 = Satisfactory 6 ≤ Needs Improvement	Rating Scale: 15 = Excellent 10 = Satisfactory 9 ≤ Needs Improvement	Rating Scale: 10 = Excellent 7 = Satisfactory 6 ≤ Needs Improvement	Rating Scale: 7 = Excellent 5 = Satisfactory 4 ≤ Needs Improvement	Rating Scale: 8 = Excellent 5 = Satisfactory 4 ≤ Needs Improvement	Rating Scale: 10 = Excellent 7 = Satisfactory 6 ≤ Needs Improvement
Demonstrating sensitivity/empathy - Show sincere interest in others and their concerns. - Demonstrate sensitivity to the needs and feelings of others. - Look for ways to help people and deliver assistance. - Recognize when relationships with others are strained. Maintaining effective relationship - Maintain open lines of communication with others. - Encourage others to share problems and successes. - Establish a high degree of trust and credibility with others. Respecting diversity - Interact respectfully and cooperatively with others who are of a different race, religion, national origin, disability, color, age, medical condition,	Behaving ethically - Abide by a professional code of ethics and behavior at all times. - Encourage others to behave ethically. - Perform work-related duties according to school/class/work policies, laws, and/or regulations. - Understand that behaving ethically goes beyond what the school/class/work policies, and law requires. - Use class/work time and property responsibly. Acting fairly - Treat others with honesty, fairness, and respect. - Make decisions that are objective and reflect the just treatment of others. Taking responsibility	Job search and employment skills - Describe how to plan an effective job search. - Create documents necessary for an effective job search, such as resume, cover letter, and job application. - Exhibit effective job interview skills, including interview follow up actions. Demonstrate poise - Maintain composure and keep emotions in check. - Deal calmly and effectively with stressful, difficult, or evolving situations. - Accept criticism tactfully and be willing to learn from it. Professional appearance - Maintain a professional demeanor. - Dress appropriately for occupational and workplace requirements.	Fulfilling obligations - Behave consistently and predictably. - Display responsibility in fulfilling obligations. - Diligently follow through on commitments, and consistently complete assignments by deadlines. Attendance and punctuality - Come to class/work on time and prepared to work as scheduled. - Arrive on time for meetings or appointments. Attending to details - Diligently check work to ensure that all essential details have been completed correctly. - Look for errors or inconsistencies, take prompt and thorough action to correct them, and communicate accordingly. Following directions	Entertaining new ideas - Open to considering new and innovative ways of doing things. - Pay attention to situational and customer feedback. Embrace new approaches when appropriate and discard approaches that are no longer working. - Seek ways to improve. Dealing with change - Take proper and effective action when necessary, such as when a menu item or ingredient(s) is(are) not available. - Display the ability to adapt plans, goals, actions, or priorities in response to unpredictable or unexpected events, pressures, situations, and class projects or job demands. - Display the ability to change direction or roles when working on multiple projects or issues.	Demonstrate an interest in learning - Consistently gives attention to teacher or supervisor when they are speaking. - Follows changes in classroom or work demands. - Actively participate in assignments, projects, or trainings. Using change as a learning opportunity - Treat unexpected circumstances as opportunities to learn. - Seek to improve by applying feedback from others. Incorporating instructor led and on-the-job training into work performance - Understand and use material taught in a classroom setting and on-the-job training in work situations. - Apply theoretical and practical information provided in training to work tasks.	Persisting - Pursue work with drive and a strong accomplishment orientation. - Persist to accomplish a task despite difficult conditions, tight deadlines, or obstacles and setbacks. - Communicate concerns or issues that may hinder performance to your teacher or supervisor. Taking initiative - Go beyond the routine demands of the classroom, kitchen labs, or workplace to increase its variety and scope. - Provide suggestions and take actions that result in improved work processes, communications, or task performance. Setting goals - Establish and maintain achievable work goals. - Exert effort toward task mastery.

<p>marital, veteran or citizenship status, sexual orientation, etc.</p> <ul style="list-style-type: none"> - Demonstrate sensitivity, flexibility, and open-mindedness when dealing with different cultures (e.g., values, beliefs, perspectives, customs, or opinions). - Recognize the value of an environment that supports and accommodates a diversity of people, cultures, and ideas. 	<ul style="list-style-type: none"> - Consistently following teacher/supervisor instructions. - Take responsibility for accomplishing work goals within accepted timeframes. - Be accountable for one's decisions and actions and for those of one's group, team, or department. 	<ul style="list-style-type: none"> - Maintain appropriate personal hygiene and grooming. <p>Social responsibility</p> <ul style="list-style-type: none"> - Refrain from actions that negatively impact the organization and its reputation. - Refrain from actions that negatively impact individual performance. - Remain free from substance abuse. <p>Maintaining a positive attitude</p> <ul style="list-style-type: none"> - Project a professional image of oneself and the organization. - Demonstrate a positive attitude toward work. - Take pride in one's work and the work of the organization. 	<ul style="list-style-type: none"> - Follow directions as communicated (e.g., writing, speech, American Sign Language, computers, or other formats). - Comply with organizational rules, policies, and procedures. - Ask appropriate questions to clarify any unclear instructions. 	<ul style="list-style-type: none"> - Recognize the impact of change on others and support them through it. 	<ul style="list-style-type: none"> - Desire and show willingness to learn new assignments, procedures, and technologies. 	<p>Identifying career interests</p> <ul style="list-style-type: none"> - Take charge of personal career development by identifying occupational interests, strengths, weakness, options, and opportunities. - Seek opportunities to grow and develop in the current role. - Make informed career planning decisions that integrate feedback.
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