

ASSESSMENT CHECKLIST: WORKSTATION ROUTINES AND MANAGEMENT**Student:**

Workstation Management <i>The student:</i>	5 Points	4 Points	3 Points	2 Points	0 Points
<p>Work Station Routines</p> <ul style="list-style-type: none"> - appropriately adjusts monitor, keyboard, desk, chair and other equipment to ensure workstation is ergonomically appropriate (comfortable, healthy, safe and efficient) - maintains good body position - observes ethical, legal and security measures in handling software and hardware (copyright, privacy, confidentiality) - maintains an organized, neat workstation 	Demonstrates initiative that exceeds required techniques/skills	Consistently demonstrates all designated techniques/skills, rarely needs prompting	Demonstrates all designated techniques/skills, occasionally needs prompting	Demonstrates most designated techniques/skills, frequently needs prompting	Does not demonstrate designated technique/skill
<p>File Management</p> <ul style="list-style-type: none"> - labels, stores, accesses, backs-up, and uses files and disks appropriately - creates and uses appropriate filenames and directories to organize information in a logical way - saves, retrieves, moves, copies, deletes, renames files and directories as required 	Demonstrates initiative that exceeds required techniques/skills	Consistently demonstrates all designated techniques/skills, rarely needs prompting	Demonstrates all designated techniques/skills, occasionally needs prompting	Demonstrates most designated techniques/skills, frequently needs prompting	Does not demonstrate designated technique/skill
<p>Time Management/Organization</p> <ul style="list-style-type: none"> - locates/uses multiple resources when needing assistance (e.g., print, on-line, teacher, peers) - allows adequate time for set-up and close-down procedures - manages time effectively 	Demonstrates initiative that exceeds required techniques/skills	Consistently demonstrates all designated techniques/skills, rarely needs prompting	Demonstrates all designated techniques/skills, occasionally needs prompting	Demonstrates most designated techniques/skills, frequently needs prompting	Does not demonstrate designated technique/skill
<p>Professionalism</p> <ul style="list-style-type: none"> - takes initiative in evaluating and adjusting work processes and products to ensure they meet or exceed the standard - responds to problems and accepts challenges by thinking critically and creatively - uses related terminology appropriately 	Demonstrates initiative that exceeds required techniques/skills	Consistently demonstrates all designated techniques/skills, rarely needs prompting	Demonstrates all designated techniques/skills, occasionally needs prompting	Demonstrates most designated techniques/skills, frequently needs prompting	Does not demonstrate designated technique/skill

_____ / 20 points