

YTC CRITICAL THINKING RUBRIC
WIA Services Department – Request for Services Process

The student is able to appraise his/her need for Intensive Services and Training in order to reach their desired goal for employment.

	Advanced - 4	Competent - 3	Developing - 2	Elementary - 1	Score ____
Identify	WIA Participant is able to comprehensively identify his/her need for additional training in order to re-enter the workforce with more marketable skills. (Completion of Core Services at the ESC Level that include Certification Procedures, Interviews w/ESC WIA Rep., Career/Skills Assessment & Job Placement Assistance.) All steps completed independently and in a timely fashion.	WIA Participant is able to identify some issues for his/her need for additional training in order to re-enter the workforce with more marketable skills. (Completion of Core Services at the ESC Level that include Certification Procedures, Interviews w/ESC WIA Rep., Career/Skills Assessment & Job Placement Assistance.) All steps completed with some assistance and in a timely fashion.	WIA Participant identifies inappropriately with his/her need for additional training in order to re-enter the workforce with more marketable skills. (Completion of Core Services at the ESC Level that include Certification Procedures, Interviews w/ESC WIA Rep., Career/Skills Assessment & Job Placement Assistance.) The participant fails to complete necessary paperwork, misses deadlines, and has to be asked for required paperwork.	WIA Participant is unable to identify with his/her need for additional training in order to re-enter the workforce with more marketable skills. (Has difficulty completing Core Services at the ESC Level that include Certification Procedures, Interviews w/ESC WIA Rep., Career/Skills Assessment & Job Placement Assistance.) No steps completed without total assistance and deadlines missed.	
Gather	WIA Participant independently conducts required research into his/her selected training of interest. (As required in the WIA guidelines for ITA form completion). He/she obtains the signatures of Department Head/Instructor on the ITA form to support training selection as a viable option for student success.	WIA Participant is able to conduct limited research into his/her selected training of interest with some assistance. He/she required instructions in order to obtain signatures of Department Head/Instructor on the ITA form to support training selection as a viable option for student success.	WIA Participant fails to adequately conduct required research into his/her selected training of interest. He/she received multiple instructions during this process. He/she fails to obtain signatures of Department Head/Instructor on the ITA form to support training selection as a viable option for student success.	WIA Participant fails to take any initiative to conduct or gain information regarding the required research into his/her selected training of interest.	
Examine	WIA Participant independently examines the current information associated with the Labor Market, analyzes their selections of training to meet his/her career goal. Considers all factors and alternatives. Data correctly entered on the ITA form and submitted to Case Manager in a timely manner for processing.	WIA Participant examines the current information associated with the Labor Market, analyzes their selections of training to meet his/her career goal. Considers some factors and alternatives. Data incorrectly entered on the ITA form, but submitted to Case Manager in a timely manner for processing.	WIA Participant fails to adequately examine the current information associated with the Labor Market, analyzes their selections of training to meet his/her career goal. All factors and alternatives not considered. Fails to correctly enter data on the ITA form and does not submit information to Case Manager in a timely manner for processing.	WIA Participant fails to examine the current information associated with the Labor Market, analyzes their selections of training to meet his/her career goal.	

Formulate	WIA participant develops extensive formulation plan in a semester by semester projection to include all elements of the ITA to meet his/her career goal.	WIA participant does not consistently follow through with formulating a plan to include all elements of the ITA by semester to meet his/her career goal. Some gaps in plan required support.	WIA participant unable to a complete plan to include all elements of the ITA by semester to meet his/her career goal. Significant development provided.	WIA participant fails to formulate a plan to include all elements of the ITA by semester to meet his/her career goal.	
Apply	WIA participant is able to independently explain course curriculum, academic requirements, potential barriers, and any potential need for academic development. All possibilities considered.	WIA participant is competent in explaining most course curriculum, academic requirements, potential barriers, and any potential need for academic development. All possibilities are not considered.	WIA participant fails to adequately explain course curriculum, academic requirements, potential barriers, and potential need for academic development. Very few possibilities considered.	WIA participant is unable explain course curriculum, academic requirements, potential barriers, and potential need for academic development.	
Evaluate	WIA Participant accurately evaluates their current progress for what has been developed on their behalf. Participant considers the strengths and weaknesses in their contributions going forward and conveys means for improvement in their participation/action.	WIA Participant has limited reflection upon their current progress for what has been developed on their behalf. Participant considers some of the strengths and weaknesses in their contributions going forward and conveys some means for improvement in their participation/action.	WIA Participant fails to accurately evaluate their current progress for what has been developed on their behalf. Participant has not considered the strengths and weaknesses in their contributions going forward and fails to convey means for improvement in their participation/action.	WIA Participant unable to provide any evaluative perspective for their current progress for what has been developed on their behalf.	