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CASAS News and Updates August 2019



Agenda

- Reading and Math GOALS overview and test blueprints
- New CASAS Reading Standards 2016, Second Edition
- Accessing Training on the CASAS Training website (training.casas.org)
- New CASAS eTests Sampler
- GOALS Test Reports Content Standards, CCR, and CASAS Competency reports
- Field testing and research study opportunities

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CASAS NRS-approved Assessments for ABE

NRS-approved through 2025

• Reading GOALS (900 series)

NRS-approved through 2022

• Math GOALS (900 series)

Annual Control of the second sec

CASAS NRS-approved Assessments for ESL

NRS-approved through February 2021 (like all other NRS-approved ESL tests)

Life and Work Reading (80 series)

- Beginning Literacy, Forms 27 and 28 and
- Reading for Language Arts (Forms 513/514)

Life and Work Listening (980 series)

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Next Steps for GOALS

Reading GOALS for ESL – OCTAE has requested additional data

Math GOALS – OCTAE has requested additional data

Listening GOALS – in development

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Reading GOXLS Series



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GOALS Reading GOALS Series

CASAS Level	Form Number	Number of Test Items	Timing
Locator	104R	12	15 min.
Appraisal	900R	28	30 min.
А	901 902	39	60 min.
В	903 904	40	75 min.
С	905 906	40	75 min.
D	907 908	40	75 min.

- Reading GOALS Locator: 104R (12 questions) fixed form (not CAT)
- Aligned to the CCR Standards for Adult Education and CASAS Competencies
- Measures rigorous academic skills in contexts relevant to lives of adult learners

Alignment of CASAS Reading Standards and College and Career Readiness Standards (CCRS) GOXLS

CASAS Reading GOALS Content Areas	CCRS Reading Anchor*
Vocabulary	R4
Reading Comprehension Skills	
Locate detail	R1
Main idea; Author's purpose	R2, R6
Higher Order Reading Skills	
Locate/compare details; Infer/draw conclusions	R1, R9
Text structure and features	R5
Author's point of view	R6
Analyze claim/argument	R8
*CCRS Reading Standards R7 and R10 are measured across	content areas.

NRS EFLs and Reading GOALS Scale Score Ranges

NRS EFL	ABE/ASE Levels	Reading GOALS Scale Score Ranges	Life and Work Reading Scale Score Ranges
1	Beginning ABE Literacy	203 and below	200 and below
2	Beginning Basic Education	204 - 216	201 - 210
3	Low Intermediate Basic Education	217 - 227	211 - 220
4	High Intermediate Basic Education	228 - 238	221 - 235
5	Low Adult Secondary Education	239 - 248	236 - 245
6	High Adult Secondary Education	249 and above	246 and above

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NEW

CASAS Reading Standards 2016, Second Edition

- Combined, reduced, re-named and re-organized the categories and standards
 - Number of categories reduced from 9 to 5
 - Number of standards reduced from 125 to 51
- Added new standards from the CCR Standards for Adult Education in the English Language Arts and Literacy areas of Reading, Reading Foundations and Language.
 - All CCRS Standards in these 3 areas are referenced at least once in the revised CASAS Reading Standards.
- To align assessment with instruction, the categories in the revised CASAS Reading Standards will be the same as the categories for reporting test results for the new CASAS Reading series.
- Posted on www.casas.org with dots for ABE/ASE and ESL



CASAS Reading Standards Categories

- RDG 1 Foundational Literacy
- RDG 2 Language and Vocabulary
- RDG 3 Reading Comprehension Skills and Strategies
- RDG 4 Higher Order Reading Skills and Strategies
- RDG 5 Higher Order Reading Skills and Strategies Literary Texts Only



CASAS Reading Standards – CCR Alignment

	ABE/ASE NRS Level			1	2	3	4	5	6
	ESL NRS Level	1	2	3	4	5	6		
	Content Standard CASAS								
CS #	Instructional Level	A	A	A	В	B	C	D	E
RDG	Interpret nuances, connotative meaning of				•	•	•	•	
<mark>2.7</mark>	words, and figurative language (e.g., analogies,			•					
	idioms, similes and metaphors) as used in the text.								
	[L5. A, B, C] [R4. C, D, E]								
RDG	Interpret unknown and multiple-meaning words	•	•	•	•	•	•	•	•
<mark>2.8</mark>	as used in the text, choosing from level-								
	appropriate strategies (e.g., context clues).								
	[L4. A, B, C, D, E] [R4. A, B, C, D, E]								

CCR Anchor R4: Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone. Announcement
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Series



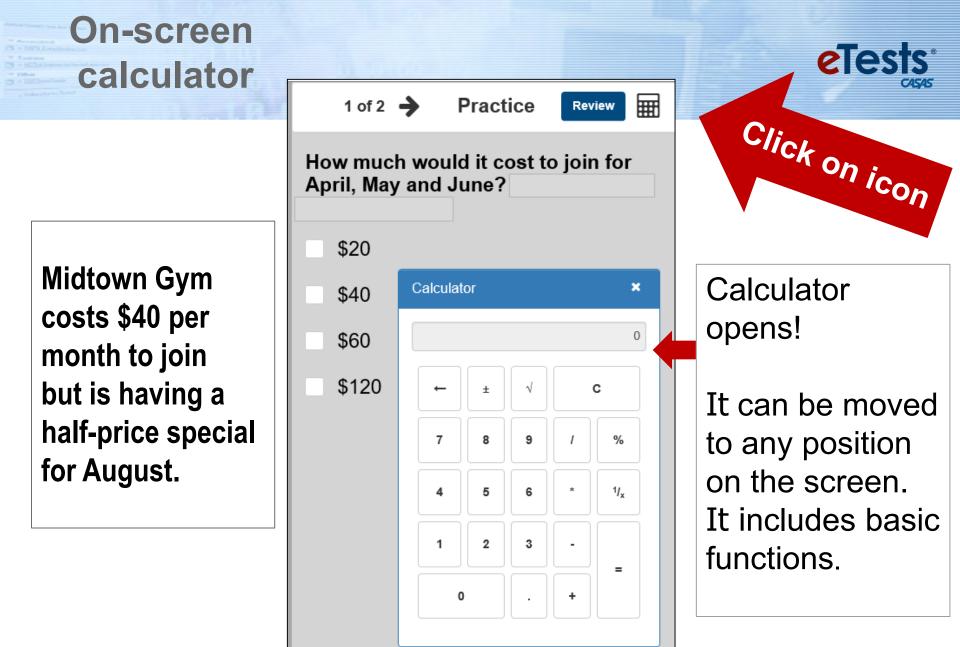
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CASAS Level	Form Number	Number of Test Items	Timing
Locator	104M	10	15 min.
Appraisal	900M	20	30 min.
A/B	913 914	40	60 min.
C/D	917 918	38	75 min.

- Aligned to the CCR Standards for Adult Education and CASAS
 Competencies
- Formulae are provided so focus is on math concepts and skills, not memorization.



Calculators in Math GOALS



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- Students may use a calculator throughout the entire math test.
- CASAS eTests provides an on-screen calculator, but students may use physical calculators (not graphing calculators) while testing on CASAS eTests, if preferred.
- Programs that use paper-based tests should provide students with a calculator.
- Students may not use a personal calculator nor their cell phone calculator.
- Examples of appropriate calculators are Texas Instruments TI-30XS, TI-108 and TI 503SV, Casio SL-300SV, and other approved calculators for use on high school equivalency exams such as the GED, HiSET, and TASC assessments.

Math GOALS Test Design



NRS EFL Level	NRS EFL for Mathematics	A/B Forms	C/D Forms
1	Beginning Literacy	Enter & Complete	
2	Beginning Basic	Enter & Complete	
3	Low Intermediate	Enter & Complete	
4	Middle Intermediate	<u>Entry</u> into Level 4	Enter & Complete
5	High Intermediate		Enter & Complete
6	Adult Secondary		<u>Entry</u> into Level 6



CASAS Math Blueprint – NEW version on website

CASAS Content Domains	CASAS Level A/B	CASAS Level C/D	College and Career Readiness Standards (CCRS) Covered by CASAS Math Goals Series
M1: Number Sense	28%	15%	At the A/B level, use basic concepts of number system, place values, operations of addition, subtraction, multiplication and division, fractions, fraction equivalents, ratios and proportions. At the C/D level, use advanced number concepts such as comparing fractions, using operations with rational numbers and exponents.
M2: Algebra	14%	30%	 At the A/B level, understand and reason with properties of four operations, explain patterns in four operations, solve basic one-variable equations. At the C/D level, generate equivalent equations and those with two or more variables, understand radicals, use lines and linear equations, use functions and functional expression, including inequalities, polynomials, quadratics, and exponential models.
M3: Geometry	10%	11%	 At the A/B level, identify and reason with shapes and their attributes in 2- and 3-dimensions, find area and volume. At the C/D level, solve problems of angle, area, congruence, similarity, trigonometry, volumes of cone, pyramids and spheres.
M4: Measurement*	30%	28%	At the A/B level, measure with standard units, time intervals, liquid masses and volumes, area, unit conversions, angle measurements. At the C/D level, understand/apply Pythagorean theorem, use volume measurements for complex modeling.
M5: Statistics and Probability**	18%	16%	 At the A/B level, understand categories, identify relevant data in tables, represent data in graphs, understand variability, and describe distributions. At the C/D level, understand probability, sampling, draw inferences, summarize and interpret data categorical and quantitative data, draw inferences, investigate associations in bivariate data.

* CCRS domains of **Geometry** and **Statistics** include content from CASAS category *M4: Measurement*

Old to New NRS Math EFLs and Scale Score Ranges



NRS EFL	Old ABE/ASE EFLs	Life Skills Math Scale Score Ranges	NRS EFL	New ABE/ASE EFLs for Mathematics	Math GOALS Scale Score Ranges
1	Beginning Literacy	200 & below	1	Beginning Literacy	193 & below
2	Beginning Basic	201 - 210	2	Beginning Basic	194 - 203
3	Low Intermediate	211 - 220	3	Low Intermediate	204 - 214
			4	Middle Intermediate	215 - 225
4	High Intermediate	221 - 235	5	High Intermediate	226 - 235
5	Low Adult Secondary	236 - 245	6	Adult Secondary	236 & above
6	High Adult Secondary	246 & above			

Transitioning Continuing Students to GOALS

Continuing students transitioning from Life and Work Reading and Life Skills Math to Reading and Math GOALS must take a pretest in the new GOALS series.

- Pre- and post-test results must always be in the same test series.
- Recommend giving the Reading GOALS Locator (104R)

The same CASAS testing procedures and reports apply for Reading and Math GOALS.

Agencies may create their own **testing sessions** for ABE or contact CASAS Tech Support for assistance with adding new templates for GOALS test sessions (800-255-1036, ext. 2).

Test timing:

an average of 2.5 – 3 hours to test in two modalities at Intake

NEW - Sample Items in CASAS eTests Format and HTML Enhancements

Home > Product Overviews > Curriculum Management & Instruction > Sample Test Items

Students and teachers can have direct access to the new CASAS eTests Sampler

New HTML version with

- clearer images
- + and buttons to easily enlarge prompt (e.g., reading passage) and question/answer options
- new test navigation features in GOALS series

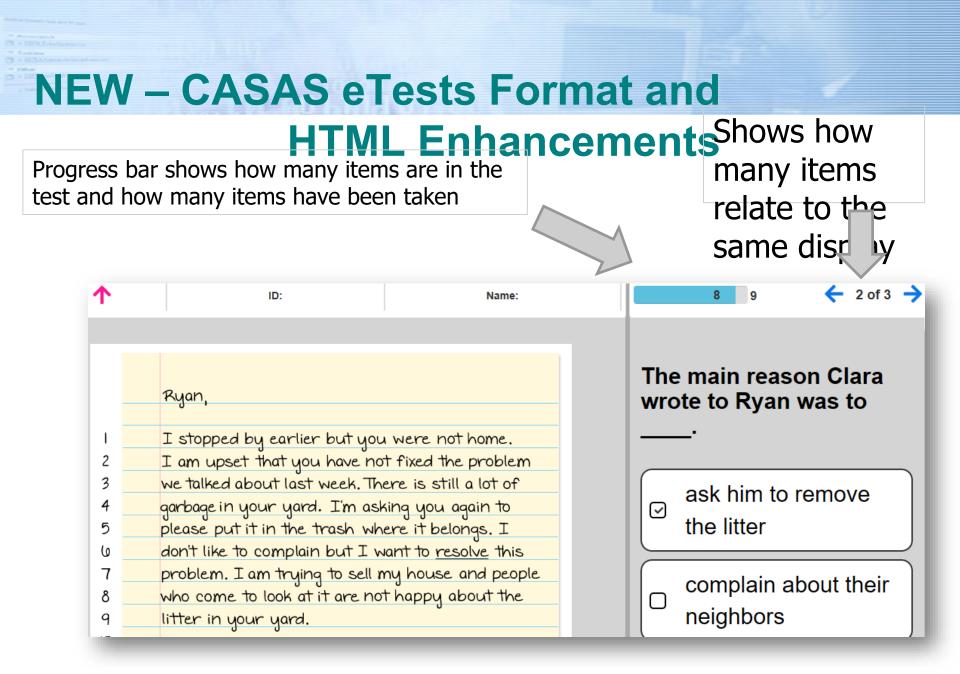
CASAS eTests Sampler

Life and Work Reading

Life and Work Listening

Reading GOALS

Math GOALS



GOALS Series Reports and Content Standards

CASAS Reading Standards, version 2 has been uploaded to the CASAS website.

CASAS Math Standards are available on the CASAS website.

• They are both strongly aligned to the CCRS.

CASAS Content Standards reports and CASAS Competency reports are similar for the GOALS test series.

• These Reading and Math GOALS reports are available.

New CCR reports in Individual Skills Profile

- Reading GOALS CCR report just released.
- Math GOALS CCR report available soon.







- Student Competency Performance
 - provides detailed information on student test results by
 - test item
 - competency
 - task area

Competency Performance Summary

 a class-level report teachers use to target the areas of greatest need for the entire class.

New for GOALS:

Only one competency for each set of test questions

- Makes reports easier to interpret and use
- Results are more meaningful -- with more items related to the same competency.
- Recommend using "Competency Category" reports



Student Competency Performance

TE View Orga	nization Records R	eports	Tools	Help
(1)	CASAS eTests	•		
	Demographics			
	Program Outcomes	→)		
	Test Results	•	Skills	Profile)
	Consumer Reports	•	Compe	etency Performance 🔸
	Data Management	•	Conter	nt Standards
	State Reports	•	Learni	ng Gains 🔹 🔸
	Federal Reports	•	Test R	esponse 🛛 🗼
	Report Locator Wiza	nrd	Test H	istory
	Reports Manager			
	Dashboard Sources		Stude	nt Competency Performance
	Ad Hoc Reporting		Comp	etency Performance Summary



Student Competency Performance

Agency: Site: Class: Course:	11 – RH/	Rolling Hills Adul AS: North City Reading Skills 3	t School	 (RHAS) Form: 906R - Reading GOALS Level C Student: Perez, Maria ID: 123456 Test Date: 01/05/2019 Raw Score: 19 Scale Score: 220
Teacher:	521457	- Goldberg, C		
Position	Correct?	Comp No.	Task	Competency Description
1	No	4.2.5	2	Interpret information about employee benefits
2	No	4.2.5	2	Interpret information about employee benefits
3	Yes	4.2.5	2	Interpret information about employee benefits
4	No	4.2.5	2	Interpret information about employee benefits
5	Yes	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
6	No	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
7	Yes	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
8	Yes	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
9	Yes	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
10	Yes	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
11	Yes	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
12	Yes	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
13	No	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
14	Yes	1.7.3	3	Interpret product instructions, directions, labels
15	No	1.7.3	3	Interpret product instructions, directions, labels

Class Competency Performance Summary



01/6/20 23:09:16				Class PerformancePage 1 of 5by Test Item & CompetencySCPSTIC4
Agency: Site: Class: Course:	4908 – Rol 11 – RHAS: 61392 - Rea RS3BEE		lt School	I (RHAS) Teacher: 521457 - Goldberg, C Form: 906R - Reading GOALS Level C Total Tests: 13 Total Students: 13
Position	Correct?	Comp No.	Task	Competency Description
1	61 %	4.2.5	2	Interpret information about employee benefits
2	61 %	4.2.5	2	Interpret information about employee benefits
3	69 %	4.2.5	2	Interpret information about employee benefits
4	69 %	4.2.5	2	Interpret information about employee benefits
5	69 %	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
6	92 %	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
7	46 %	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
8	53 %	4.4.3	1	Interpret job-related signs, charts, diagrams, forms, etc.
9	46 %	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
10	61 %	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
11	61 %	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
12	69 %	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
13	61 %	4.6.2	2	Interpret work-related correspondence, e.g. memos and e-mail
14	38 %	1.7.3	3	Interpret product instructions, directions, labels
15	76 %	1.7.3	3	Interpret product instructions, directions, labels
16	46 %	1.7.3	3	Interpret product instructions, directions, labels
17	61 %	1.7.3	3	Interpret product instructions, directions, labels
18	46 %	4.4.1	2	Identify behavior, attitudes for job retention, advancement
19	76 %	4.4.1	2	Identify behavior, attitudes for job retention, advancement
20	53 %	4.4.1	2	Identify behavior, attitudes for job retention, advancement



Student Performance by Competency Category

Student Performance

01/06/2019 20:22:49

by Competency Category

Page 1 of 1 SCPCC

Agency: Site: Class: Course:	4908 – Rollir 11 – RHAS: No 61392 - Readi RS3BEE	,	23456
Comp	No. Correct	Competency Description	No. of Items
1.7	25 %	Understand procedures for care of personal possessions	4
4.2	25 %	Understand wages, benefits, and employee organization	4
5.4	33 %	Understand information about taxes	6
4.4	46 %	Understand concepts and materials related to job performance	13
3.6	50 %	Understand basic health and medical information	4
5.6	75 %	Understand civic responsibilities and activities	4
4.6	80 %	Communicate effectively in the workplace	5



Class Performance Summary by Competency Category

01/06/20 20:22:49	15 019	Student Performance by Competency Cate	-				Page 1 of 1 SCPCC
Agency: Site: Class: Course:	4908 – Rollir 11 – RHAS: No 61392 - Readi RS3BEE	•	Teacher: Form: Total Tests:		Goldberg, C eading GOALS Leve Total Students:	el C 13	
Comp No.	Correct	Competency Description			No. (of Items	
5.4	50 %	Understand information about taxes				7	8
4.4	52 %	Understand concepts and materials related	ed to job perfor	mance		16	9
1.7	55 %	Understand procedures for care of person	nal possessions			5	2
5.6	55 %	Understand civic responsibilities and activ	vities			5	2
4.6	60 %	Communicate effectively in the workplace	е			6	5
3.6	65 %	Understand basic health and medical info	ormation			5	2
4.2	65 %	Understand wages, benefits, and employed	ee organization			5	2







- Student Content Standard Performance
 - provides detailed information on student test results by
 - test item
 - CASAS content standard

Content Standard Performance Summary

• a class-level report teachers use to target the areas of greatest need for the entire class.

New for GOALS:

Only one content standard per test item

Makes reports easier to interpret and use



Content Standard Reports

Records	Reports Tools Scoring	Help			
	CASAS eTests Demographics Program Outcomes Test Results				
	Consumer Reports Data Management State Reports Federal Reports	Task Bases	t Content Standard Performance Standard Performance Summary		
	Report Locator Wizard Reports Manager	Test History By NRS WSCS By Form	Level		
	Dashboard Sources Ad Hoc Reporting	▶	·····,		

01/06/2019 23:30:59	Ð		Student Pe by Test & Con		ce		SI2019 Page 1 of 1 SCSTC
Agency:		-	Hills Adult School (RHAS)	Form:	906R - Reading GC		
Site: Class:	: 11 – F	Real Rest Rest Rest Rest Rest Rest Rest Rest	th City	Student:	Perez, Maria ID	: 123456	
Course:	61392	2 - Reading	g Skills 3	Test Date:	01/06/2019		
Teacher:	RS3BE	EE		Raw Score:	19	Scale Score:	220
CASAS Reading Standards	No. of						
(2016)	Items	Correct	Content Standard Description	aral acadomic	la a indicata proced		technical
RDG2.3	4	50%	Interpret accurately a range of gen e.g., phlebotomist), and domain-sp treaty) in context.				
RDG2.8	3	0%	Interpret unknown and multiple-m appropriate strategies (e.g., senter root words).	-		-	
RDG3.11	2	50%	Identify the main idea of a simple	text or the cent	tral ideas or themes o	of a complex te	xt.
RDG3.12	13	38%	Identify the key details and cite ev				
RDG3.14	3	100 %	Identify the author's purpose inclu	uding what the a	author wants to answ	/er, explain or c	lescribe.
RDG4.3	2	100%	Determine what a text says implici evidence.	itly (e.g., make i	inferences, draw conc	clusions) and ci	te textual
RDG4.4	7	43 %	Analyze how and why individuals, e text, including time, cause/ effect,		•		irse of a
RDG4.6	1	0%	Analyze how the author's purpose political or cultural perspective, sh Distinguish own point of view, inclu	ape the conten	t and style of a text fo	or its intended	audience.
RDG4.7	2	50%	Explain, delineate, analyze, and e arguments, specific claims and su including differentiating fact from o	upporting evide	ence in expository, a	cademic or no	on-fiction text,
RDG4.8	3	67%	Integrate and analyze how two o order to build knowledge, compa where the texts agree or disagree	are or contrast	the approaches the	author(s) take	•

Class Content Standard Performance Summary



01/06/2019 23:34:49	5		Class Page 13 of 32 Performance scsstc4
Agency: Site: Class Course:	: 11 – RH	IAS: North C • Reading Ski	Form: 906R - Reading GOALS Level C
CASAS Reading Standards (2016)	No. of Items	Correct	Content Standard Description
RDG2.3	4	56%	Interpret accurately a range of general academic (e.g., indicate, procedure, evidence), technical e.g., phlebotomist), and domain-specific words and phrases (e.g., endangered species, peace treaty) in context, including collocations (e.g., count on, happen to).
RDG2.8	3	51%	Interpret unknown and multiple-meaning words as used in the text, choosing from level- appropriate strategies (e.g., context clues).
RDG3.11	2	65 %	Identify the main idea of a simple text or the central ideas or themes of a complex text.
RDG3.12	13	57%	Identify the key details and cite evidence from a text.
RDG3.14	3	59 %	Identify the author's point or purpose including what the author wants to answer, explain or describe.
RDG4.3	2	58%	Determine what texts says explicitly by comparing details from multiple sources or parts of a text.
RDG4.4	7	52 %	Determine what texts says implicitly (e.g., make inferences, draw conclusions) and cite textual evidence.
RDG4.6	1	23 %	Use text features (e.g., bold face print, symbols) to locate key details and interpret how these features influence meaning.
RDG4.7	2	65 %	Describe and analyze the overall structure and organization of a text (e.g., chronology, case and effect, comparison and contrast, problem and solution.
RDG4.8	3	67 %	Analyze how the author's point of view, purpose, opinion, register, tone, and voice, including political or cultural perspective, shape the content and style of a text for its intended audience.



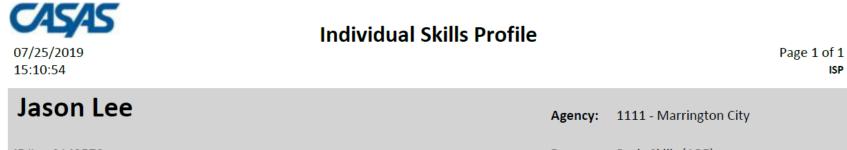
Skill Reports



- Individual Skills Profile
 - student-level report that includes performance on competencies, task areas, and content standards by skill area
- Individual Skills Profile Summary
 - class-level report that includes performance on competencies, task areas, and content standards by skill area



Individual Skills Profile



ID# 0142578

Program: Basic Skills (ABE)

			Scale	NRS *	Form	N	umber of Ite	ms
Most Recent	Form	Date	Score	Level	Level	Total	Correct	Attempted
Reading	906R	12/01/2018	238 🔶	4	С	40	37	40

Reading Competencies	Ν	Correct
Consumer Economics	4	100 %
Health	4	75 %
Employment	22	90 %
Government and Law	10	100 %

College & Career Readiness Standards Content Areas	CCR Reading Anchor Standards	N	Correct
Vocabulary			
Academic	R4	4	75 %
Meaning from context	R4	3	100 %
Reading Comprehension Skills			
Locate details	R1	13	92 %
Identify main idea, Author's purpose	R2, R6	5	100 %
Higher Order Reading Skills			
Locate/Compare details, Infer/Draw conclu	isions R1, R9	9	100 %
Text structure, Text features	R5	3	100 %
Author's point of view	R6	3	66 %

Reading Tasks	Ν	Correct
Charts, maps, consumer billings, matrices, graphs, tables	6	83 %
Articles, paragraphs, sentences, directions, manuals	28	96 %
Signs, price tags, advertisements, product labels	6	83 %

Assessment and Research-High School Equivalency Studies

CASAS is collaborating with GED Testing Service and ETS HiSET on research studies.

Purpose

 Provide adult education programs with information to determine student readiness to take the HiSET and GED reading and math sections based on CASAS test scores.

Benefit

 Cut scores will be established on CASAS Reading and Math GOALS tests that will indicate student readiness to take the corresponding HiSET and GED sections.



Current and Upcoming Research Studies

- Additional data collection for Math GOALS
- Ongoing studies for Reading GOALS for ESL and Listening GOALS
- HiSET/CASAS Comparison Study (Level C/D Students)
- GED/CASAS Comparison Study (Level C/D Students)
- See the "CASAS Field Testing Update" handout for more details.
- To participate in CASAS field testing and research studies, send an email to: <u>fieldtesting@casas.org</u>
 - Or contact:
 - Karen Burger (<u>kburger@casas.org</u>)
 - Kay Hartley (<u>khartley@casas.org</u>)

Workforce Skills Certification System (WSCS)

Certify work readiness skills for job seekers Enhance career pathways Prepare local talent to meet local business needs Generate WSCS Certificates with TOPSpro

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		(Cer	tifi	ca	tio	n Sj	ystem
	<u>y</u>	a	pro	grar	n of	CA	\$45	and LRI
								Workforce Skills Profile
A٧	varo	ded	to:	Α	RR	IAN	ΑN	11LAS
Rv	An	enc	v.	v	alle	ω Δ	dult	School
Ja	te I	ssu	ea:	N	ay	26,	201	1
Vc	ork-I	rela	ted	Ac	ad	emi	c S	kills
	ic -						nced	
1	2	3	4	5	6	7	8	Work-related Academic Skills typically demonstrated at this level Reading
							•	 Reads a variety of specialized or technical materials related to job needs, such as operating instructions, manuals, and technical information
								Interprets detailed policies and procedures
								 Reads complex diagrams and graphs Reads most materials and communications related to job without significant difficulty
								Uses print and Internet-based references and interpret complex Web sites
-		-		-	٠			Math
								Applies and calculates percent
								Finds mean, range, median, and mode for a data set
								 Compares and extracts information from a variety of graphs. Creates simple table or chart to record data
								 Calculates with customary US measure for linear dimensions, weight and capacity. Estimates equivalents between US and metric measurement systems. Calculates perimeter and area of commo figures. Interprets simple scale drawings
								 Reads scales and meters on common measuring devices
60	ft S	kill	5					
	ic =					dva	nood	
							iceu	
	2	3	4	5	6	7	8	Personal Quality Skills demonstrated
1		-	-	٠	-	-	_	Integrity
1				_				 Has the opportunity to break a rule and probably get away with it, but decides to follow the rule. Responsibility
1								 Doesn't say "That's not my job." when something unusual or unexpected comes up that needs to be done.
1								 Willing to ask for help, more information or clearer instructions.
1								· Descende hu heleine autoritere erendent eren XX erenen siniseren erene erenen kinne
1								 Responds by helping out when needed, even if it means giving up some personal time. Makes sure the job is done before leaving does not leave extra work for part shift
1							•	Responds by helping out when needed, even if it means giving up some personal time. Makes sure the job is done before leaving, does not leave extra work for next shift. Self-Esteem
1						-	٠	Makes sure the job is done before leaving, does not leave extra work for next shift. Self-Ssteem Stands up for self where appropriate; on the other hand, doesn't take it personally when a manager
1						-	٠	Makes sure the job is done before leaving, does not leave extra work for next shift. Self-Esteem Stands up for self where appropriate; on the other hand, doesn't take it personally when a manager points out incomplete or poorly done work; accepts suggestions for ways to do the job better.
1							•	Makes sure the job is done before leaving, does not leave extra work for next shift. Self-Esteem Stands up for self where appropriate; on the other hand, doesn't take it personally when a manager points out incomplete or poorly done work, accepts suggestoms for ways to do the job better. Willing to the withins, learn mere wills and as the forthe when needed.
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