

SCC Consortium

TIME MANAGEMENT (Skill) BADGE

Directions

Time Management is a skill listed as important by local employers. Your instructor will determine the timing of this assessment and what you need to do in order to showcase your skill. This does not affect your grade.

Notes for Evaluators

Rate a student performance in your course that targets the skill listed below. If a skill is not present, choose "NA."

Notes for Employers: This is a "point in time" assessment. The student was observed by an instructor during a course at ----- College. Earning a badge means the student performed exceptionally during the observation. To earn the badge a student must score an M or better on all criteria.

Rating Scale

Value	Description
E	Exceptional. Exceeds basic expectations. Consistently demonstrates superior performance and behavior. Serves as a role model for others.
M	Met. Adequate demonstration of skill.
NM	Does not meet criterion.
NA	Not assessed at this time. Opportunity not available to demonstrate skill. Does not affect score.

Scoring Standard

To receive the TIME MANAGEMENT BADGE, you must achieve an **M** or better on all criteria.

Scoring Guide

Criteria	Ratings
TIME MANAGEMENT SKILL BADGE CRITERIA	
Possess knowledge and awareness of a variety of self-awareness strategies. Demonstrate the criteria for the Self-Awareness badge.	E M NM NA
Explains or describes work-appropriate behavior.	
Explains or describes how to apply guidelines or rules of the work setting in order to stay safe.	
Identify and describe personal strengths, skills, and areas of needed growth.	
Identify and describe what it means to take personal responsibility.	
Recognizes that collaborating with a diverse team, in person or remotely, benefits everyone.	
Completes projects/tasks on or before the deadline while producing quality results.	E M NM NA
Shows up on time consistently or properly informs supervisor/instructor of absences.	E M NM NA
Prioritizes tasks based on importance and urgency.	E M NM NA
AWARD BADGE	Yes No

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