Teacher Preparation Guide
For Use with the Career Essentials: Assessments

Discover, Develop and Validate Students’ Knowledge and Skill

EMPLOYABILITY ASSESSMENT
Introduction to the Career Essentials: Assessments

The Career Essentials: Assessments can help both students and teachers discover students’ occupational strengths. By implementing the Career Essentials: Assessments, students and teachers can collaboratively develop a life-long learning plan to validate and enhance students’ skills and knowledge. Assessment data results are beneficial for students, teachers and administrators in validating student learning, and improving programs and their accountability.

This teacher preparation guide is a tool developed for instructors to help students capitalize on their unique strengths, which can improve individual student performance and provide a clear way forward for student success.

The Career Essentials: Assessments Teacher Preparation Guide provides an easy-to-follow road map to implement the Career Essentials: Assessments. The guide is not meant to be curriculum nor should it replace that which already exists. It provides specific information regarding the Career Essentials: Assessments so teachers can identify existing curriculum areas that may need additional emphasis.

The guide ultimately helps teachers provide students with learning opportunities. Its goal is for students to become comfortable and successful with the Career Essentials: Assessments.

Inside the guide, teachers will find:
- Major content areas of the assessment
- A blueprint of the assessment competency areas
- A checklist of the various competency areas within the assessment
- Access to a trade- or technical-specific online 10-question demo assessment
- Resources used for the assessment development
- Access to an employability skills based, online 10-question practice assessment to help students navigate the assessment system
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What are Career Essentials: Assessments?
Career Essentials: Assessments are online assessments that evaluate technical and employability skills and knowledge. They are the way ahead for the next generation of our American workforce, and they help candidates validate their technical skills and knowledge to potential employers. They also help local instructors demonstrate the value of their programs, while supporting local industries with a pool of potential employees that has been tested by a system they can trust.

Each assessment was developed by a panel of industry, high school and college/postsecondary subject matter experts (SMEs) using national technical standards. Career Essentials: Assessments were created by industry to ensure relevance to entry-level skills, meet Perkins IV accountability requirements and provide certificates to students who achieve industry-defined scores. They ensure your students are workforce ready.

Career Essentials: Assessments incorporate photographs, videos, animations and illustrations to ensure clarity for each technical question. Drag-and-drop and multiple-choice questions appeal to visual and kinesthetic learners and test content knowledge rather than test-taking abilities. Even simple multiple-choice questions are brought to life through pictures and animations.

Assessments are available in more than 40 trade, industrial and technical areas. A rigorous and educationally sound process captures critical competencies, standards and criteria as defined by industry.

Academic core and critical skill areas also exist in each assessment. State-level academic curriculum specialists identified connections to national academic standards.

Each one-hour assessment includes 50 questions. Under the supervision of a proctor, the integrity of each test is ensured by offering multiple unique versions of the assessment, which measure the same core and critical competencies. Even within the same version, questions and answers are displayed in varying orders to prevent test takers from copying others. The Career Essentials: Assessments are designed to be user-friendly and intuitive for students.

Using the Career Essentials: Assessments
Every classroom is unique. You can use the Career Essentials: Assessments in a way that best suits your program and students. The following directions are SkillsUSA's suggested and preferred method to implement the assessments so that your students gain the most from the results.

The most important step in the Career Essentials: Assessments process is to select the correct assessment for your students. You are key to the selection process. Without your involvement, the wrong assessment may be selected. Assessment titles do not provide enough information for proper selection. Review the various assessment categories that best correspond to your program.

Next, look at each of the assessment titles within the category and the corresponding blueprint. The blueprint will tell you which competencies and subjects are addressed in the assessment.

Cross-walk the various blueprints with your classroom curriculum. The assessment blueprint will show what's emphasized and how competencies are weighed. Please remember the Career Essentials: Assessments are based on national industry standards, so the assessment may not perfectly align with the existing curriculum. Content may need to be added or emphasized to better prepare students for the Career Essentials: Assessments.

For complete information regarding the Career Essentials: Assessments and to see all assessment areas, please visit the website at: www.careeressentials.org.
Once you have selected the assessment that best fits your program, administer that Career Essentials: Assessments at the beginning of your students’ final program year. This could be considered a pre-test.

Assessment results are available as soon as your student completes the assessment. The report provides you with a gap analysis to identify your students' learning needs according to each competency area within the assessment. Dynamic reports compare your students' performance to the current state and national averages. Reports also enable you to track a student's progress on an individual basis. The assessment pre-testing results provide you with a benchmark for your students and identify student learning gaps. This data may help you adjust your own curriculum and identify areas that may need more or less emphasis. The data can be shared with students so everyone can focus on learning areas that need improvement during the school year.

Then, at the end of the school year or program semester, administer your specific Career Essentials: Assessments a second time as a post-test.

Use post-test data to improve or adjust curriculum once again for your next program year. This way, curriculum adjustments are made using the student testing data rather than arbitrarily making adjustments.

This pre- and post-test process is a “win-win” situation for the teacher and especially the student! To ensure a quality process, SkillsUSA is ready to help at any time.

Preparing Students for the Career Essentials: Assessments
Provide each student with a copy of their trade- or technical-specific Career Essentials: Assessments Blueprint. Do this at the beginning of your course. Review and discuss the blueprint with your class, providing insight on the assessment weighting and what is emphasized.

Have students discuss how they can assist each other to prepare for the assessment.

Place the Career Essentials: Assessments Blueprint on the classroom wall. The blueprint will help students focus on the appropriate course content areas that align with the assessment. It will also help everyone to be aware of the program’s goals and expectations.

The Career Essentials: Assessments at a Glance

- Select the correct assessment title. Do not have someone select the assessment for you, as there may be several titles that may relate to your program
- Review the assessment blueprint that best aligns with your existing curriculum
- Identify gaps in your curriculum, and use additional resources to enhance or align the curriculum
- Share the assessment blueprint with the students so everyone is aware of the expectation
- Have your students take the assessment at the beginning of their final program year as a pre-test
- Use pre-test data to identify learning gaps or strengths of individual students or the class
- RemEDIATE the students using the data analysis from pre-test to enhance, emphasize and adjust learning objectives
- Have your students take the assessment a second time (as a post-test) at the end of the program year to determine learning gains/gaps
- Use post-test data to improve or adjust curriculum for your next program year
Administer the Career Essentials: Assessments as a pre-test to identify student gaps. If possible, pre-test your students at the beginning of their final program year to identify learning gaps both individually and as a class. The data will provide an excellent “road map” to prepare students to take the assessment again (post-test) at the end of the program. Using the data, tailor the instruction to better prepare your students.

Use the Career Essentials: Assessments competency areas checksheets included in this guide to encourage class discussion and help students identify strengths and weaknesses.

Use the pre-test data to ascertain problematic learning areas. Have students identify discussion topics based on the various competency areas and their pre-test data results. Exercises, demonstrations and even questions can be developed by the students using their textbooks or other resources listed in this guide.

Assign homework that aligns to the assessment blueprint. Focus on a competency area within the assessment. Using the checksheets in this guide, have students develop questions and potential answers using the resources identified when developing the assessment. Use the questions for class discussion or “quiz bowl” activities.

Have students take the Career Essentials: Assessments trade- or technical-specific online 10-question demo assessment. This could be a homework assignment or done in class 30 days prior to taking the assessment the second time (as a post-test). This not only will provide students with specific sample questions and potential answers, but it will also allow students to experience the online system again and become more familiar with the types of questions they may encounter when taking the actual assessment.

Following the demo assessment, discuss the experience students had. What question(s) did they not understand? Did they have difficulty navigating the online system? This experience will help students be more comfortable and confident when taking the final assessment.

Discuss as a class or individually with students which question(s) were difficult. Facilitate a discussion to glean more information regarding why certain answers were wrong. Offer techniques students can use to better determine correct answers.

Please note: For all Career Essentials: Assessments to be valid, instructors cannot be present in the room where their students will be taking the test. A proctor is required. Proctors can be other instructors, a school administrator or school counselor.
Assessment Competency Areas
Career Essentials: Assessments Employability Assessment covers ten major technical competency areas (unit areas). In the online assessment, these ten competencies are tested with 50 interactive, multiple-choice items. Each competency area has a different number of items. The chart lists the major technical competency areas and the percentage of the assessment in each one.

Technical Competency Areas for Employability

<table>
<thead>
<tr>
<th>Competency</th>
<th>Percentage of Area Assessment</th>
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<tbody>
<tr>
<td>Demonstrate effective communication skills (such as public speaking, listening, reading and writing) to function successfully in a variety of settings including school, home and work</td>
<td>10%</td>
</tr>
<tr>
<td>Develop an understanding of effective customer relations and demonstrate proper customer service behavior</td>
<td>10%</td>
</tr>
<tr>
<td>Demonstrate career research and career development skills</td>
<td>10%</td>
</tr>
<tr>
<td>Demonstrate essential workplace or life skills</td>
<td>10%</td>
</tr>
<tr>
<td>Develop personal financial skills</td>
<td>10%</td>
</tr>
<tr>
<td>Develop social, etiquette and interpersonal skills</td>
<td>10%</td>
</tr>
<tr>
<td>Understand technology systems and use information technology tools</td>
<td>10%</td>
</tr>
<tr>
<td>Apply conflict management skills, and an understanding of cultural, social, and ethnic diversity to achieve group goals and consensus</td>
<td>10%</td>
</tr>
<tr>
<td>Understand legal and ethical responsibilities and exhibit personal accountability, integrity and responsibility</td>
<td>10%</td>
</tr>
<tr>
<td>Identify problems, understand context and develop creative solutions</td>
<td>10%</td>
</tr>
</tbody>
</table>

Student Tools:
Access Directions for the Trade- or Technical-Specific Online 10-Item Demo Assessment
Have your students copy and paste this link http://www.careeressentials.org/assessments/demo-our-assessments/ into their browser. The sample programmatic questions will give you and your students an idea of the types of questions on the assessment and how the questions are generally written.

Student Tools:
Test-Taking Reminders
Encourage your students to have good study habits. Below are basic reminders to better prepare students for life-long learning and workplace success. You may want to have this discussion at the beginning of the year to encourage students to incorporate these strategies.

- Develop a regular study schedule
- Identify a specific location to study
- Always take notes while studying in class or on your own
- Take short breaks during your study session
- Perform “mini-testing” to make sure you understand and comprehend the program concepts
- Join small study groups to help focus on the program content
- If you need special assistance in testing, tell your teacher or counselor so they can make accommodations.

Student Testing Tips
The most important tip for your students is to be prepared mentally and physically for the testing session. Make sure to tell them to get...
plenty of rest and eat healthy. Suggest they wear comfortable and appropriate clothing to the testing session. If they are able to bring items to the testing session, such as a non-programmable calculator, make sure they have the items ready the night before. Have students check our website at http://www.careeressentials.org/wp-content/uploads/2017/07/Permitted-Testing-Tools-Aids.pdf for permitted tools or job aids that can be used during testing. The more organized they are before the testing period, the more relaxed they will be during the actual testing session.

Encourage your students to be relaxed and positive. If they begin to panic during the testing, suggest they take some deep breaths to relax and think positive thoughts.

Do not rush through the questions. Instruct your students to read the question and potential answers thoroughly. Tell them to make sure they know exactly what the question is asking before answering. Let them know that if they are unsure, they can mark the question and return to it. Other questions may have clues to the correct answer.

Use process of elimination. If your students are not sure of the correct answer, tell them to study the potential answers and eliminate the ones that they know are not correct.

If all else fails, tell students to guess. After they have exhausted all options, tell them to take their best guess at the correct answer. If they have studied the content area, they may intuitively know the correct answer. The Career Essentials: Assessments system does not penalize students for guessing and they may guess correctly!

**Employability Blueprint and Competency Area Knowledge Checksheets**

The next section provides the assessment blueprint and detailed topics within each competency area covered within the Employability Assessment. Photocopy and share the following blueprints and checksheets with your students so they can prepare for each of the competency areas within the assessment.

**Quick Glance Testing Reminders**

The Career Essentials: Assessments process is designed for program and curriculum improvement. This is a continuous improvement process to better meet the educational needs of your students by strategically using data results.

Advanced planning and preparation is a key component in implementing this process. Below we have attempted to summarize the steps in the suggested Career Essentials: Assessments implementation pre- and post-test process.

- Identify the correct assessment for your program
- Share the selected assessment blueprint with your students, parents, advisory board members and others. Place the blueprint on the classroom wall
- Pre-test your students at the beginning of their final programmatic year
- Use the data results to identify “learning gaps”
- Share the pre-test data with the student(s)
- Tailor learning experiences to meet student needs and supplement current curriculum
- Develop homework assignments around the competency knowledge checksheets located in this guide
- Have students take the demo 10-question practice test 30 days prior to the post-test
- For students that need more time in the actual testing environment, use the Employability Assessment to review navigational tools and to make students more comfortable in the testing lab
- Finally, review the blueprint and knowledge checksheets in totality before taking the post-test to ensure students are aware of the expectation

Using the above steps, you and your students should see improvement in the post-test assessment score report and a percentage of knowledge gained.
Employability Blueprint

This Blueprint contains the subject matter content of this Career Essentials Assessment. 

Note: To fully prepare for Employability SkillsUSA Championships contest, refer to the current year’s SkillsUSA Championships Technical Standard, now included with your SkillsUSA Professional Membership. If you need help in accessing this benefit, contact the SkillsUSA Membership Office at 1-800-355-8422.

Standards and Competencies
Competencies are weighted throughout the assessment. The percent shown is the weight of the competency. There are 50 questions per assessment.

Demonstrate effective communication skills (such as public speaking, listening, reading, and writing) to function successfully in a variety of settings including school, home and work.

- Identify communication strengths and weaknesses
- Explain the importance of writing effectively
- Demonstrate effective communication with others
- Practice active listening
- Describe how to read with understanding
- Review a professional journal
- Complete a job application
- Research resume writing
- Demonstrate interviewing skills
- Develop a working relationship with a mentor
- Develop and make a presentation promoting career choice
- Write an article for a professional journal in a career area

Develop an understanding of effective customer relations and demonstrate proper customer service behavior

- Define the customer (internal and external)
- Identify customer expectations
- Develop customer service skills
- Understand the cost of customer service

Demonstrate career research and career development skills

- Research career interests
- Participate in a job shadow
- Define future occupations
- Identify personal interests
- Evaluate career goals and establish long-term goals
- Recognize how quickly jobs change and opportunities arise
- Explore opportunities for advanced training
- Effectively use available resources to identify fast growing career areas
- Formulate a Career Action Plan
- Construct a job search network
- Complete a job application
- Research resume writing
- Demonstrate interviewing skills
Demonstrate essential workplace or life skills

- Recognize and identify stress factors
- Recognize the importance of goals
- Evaluate professional development traits
- Complete a self-assessment and identify individual learning styles
- Discover self-motivation techniques and establish short-term goals
- Determine individual time-management skills
- Measure/modify short-term goals
- Recognize the benefits of good time management decisions
- Effectively use time-management tools, such as day planners, electronic schedulers and online calendars

Develop personal financial skills

- Develop a budget and differentiate between needs and wants
- Prioritize purchases with a budget
- Create a spending and savings plan
- Develop a business plan

Develop social etiquette and interpersonal skills

- Identify cooperative behaviors
- Engage in team building and negotiating
- Explain the importance of first impressions
- Describe and perform proper introductions
- Set basic table settings

Understand technology systems and use information technology tools

- Identify the various types of computer-based data
- Use basic e-mail functions
- Use web-search applications
- Demonstrate software applications - word-processing, presentation, database, spreadsheet, design software and Web page software
- Design, conduct and evaluate a survey
- Assemble an electronic employment portfolio
- Construct a job search network

Apply conflict management skills, and an understanding of cultural, social, and ethnic diversity to achieve group goals and consensus

- Explore what's ethical in the workplace or school
- Identify personal conflicts that arise in the workplace
- Develop awareness of cultural diversity and equity issues
- Devise methods of conflict resolution
- Demonstrate evaluation skills
Understand legal and ethical responsibilities and exhibit personal accountability, integrity, and responsibility.

- Identify personal qualities that are desirable for the workplace
- Describe workplace components
- Select characteristics of a positive image
- Examine ethics and values in workspace

Identify problems, understands context, and develops creative solutions.

- Demonstrate evaluation skills
- Produce a list of potential volunteer activities
- Recognize benefits of doing a community service project
- Serve as a volunteer in the community
Competency Area 1: Demonstrate effective communication skills (such as public speaking, listening, reading and writing) to function successfully in a variety of settings including school, home and work

Knowledge Check

How well do you know how to:

1. Identify communication strengths and weaknesses? □ Very Well □ Somewhat Well □ Not Well

2. Explain the importance of writing effectively? □ □ □

3. Demonstrate effective communication with others? □ □ □

4. Practice active listening? □ □ □

5. Describe how to read with understanding? □ □ □

6. Review a professional journal? □ □ □

7. Complete a job application? □ □ □

8. Research resume writing? □ □ □

9. Demonstrate interviewing skills? □ □ □

10. Develop a working relationship with a mentor? □ □ □

11. Develop and make a presentation promoting career choice? □ □ □

12. Write an article for a professional journal in a career area? □ □ □

Areas I Need To Review:
## Competency Area 2: Develop an understanding of effective customer relations and demonstrate proper customer service behavior

### Knowledge Check

<table>
<thead>
<tr>
<th>How well do you know how to:</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Well</th>
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<tbody>
<tr>
<td>1. Define the customer (internal and external)?</td>
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<tr>
<td>2. Identify customer expectations?</td>
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<tr>
<td>3. Develop customer service skills?</td>
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<tr>
<td>4. Understand the cost of customer service?</td>
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### Areas I Need To Review:

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**Competency Area 3: Demonstrate career research and career development skills**

**Knowledge Check**

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<th>How well do you know how to:</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Well</th>
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<tbody>
<tr>
<td>1. Research career interests?</td>
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<tr>
<td>2. Participate in a job shadow?</td>
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<tr>
<td>3. Define future occupations?</td>
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<td>☐</td>
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<tr>
<td>4. Identify personal interests?</td>
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<tr>
<td>5. Evaluate career goals and establish long-term goals?</td>
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<td>6. Recognize how quickly jobs change and opportunities arise?</td>
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<tr>
<td>7. Explore opportunities for advanced training?</td>
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<tr>
<td>8. Effectively use available resources to identify fast growing career areas?</td>
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<td>9. Formulate a Career Action Plan?</td>
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<td>10. Construct a job search network?</td>
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<td>11. Complete a job application?</td>
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<tr>
<td>12. Research resume writing?</td>
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<tr>
<td>13. Demonstrate interviewing skills?</td>
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Areas I Need To Review:
## Competency Area 4: Demonstrate essential workplace or life skills

### Knowledge Check

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<th>How well do you know how to:</th>
<th>Very Well</th>
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<tbody>
<tr>
<td>1. Recognize and identify stress factors?</td>
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<tr>
<td>2. Recognize the importance of goals?</td>
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<tr>
<td>3. Evaluate professional development traits?</td>
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<tr>
<td>4. Complete a self-assessment and identify individual learning styles?</td>
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<td>5. Discover self-motivation techniques and establish short-term goals?</td>
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<tr>
<td>6. Determine individual time-management skills?</td>
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<tr>
<td>7. Measure/modify short-term goals?</td>
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<tr>
<td>8. Recognize the benefits of good time management decisions?</td>
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<tr>
<td>9. Effectively use time-management tools, such as day planners, electronic schedulers and online calendars?</td>
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### Areas I Need To Review:

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**Review Dates:**

10%
Competency Area 5: Develop personal financial skills

Knowledge Check

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<thead>
<tr>
<th>How well do you know how to:</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Well</th>
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<tbody>
<tr>
<td>1. Develop a budget and differentiate between needs and wants?</td>
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<tr>
<td>2. Prioritize purchases with a budget?</td>
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<tr>
<td>4. Create a spending and savings plan?</td>
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<tr>
<td>5. Develop a business plan?</td>
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Areas I Need To Review:
Competency Area 6: Develop social, etiquette and interpersonal skills

Knowledge Check

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<tr>
<th>How well do you know how to:</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Well</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Identify cooperative behaviors?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>2. Engage in team building and negotiating?</td>
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<tr>
<td>3. Explain the importance of first impressions?</td>
<td>☐</td>
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</tr>
<tr>
<td>4. Describe and perform proper introductions?</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>5. Set basic table settings?</td>
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Areas I Need To Review:
Competency Area 7: Understand technology systems and use information technology tools

Knowledge Check

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<tr>
<th>How well do you know how to:</th>
<th>Very Well</th>
<th>Somewhat Well</th>
<th>Not Well</th>
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<tbody>
<tr>
<td>1. Identify the various types of computer-based data?</td>
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<tr>
<td>2. Use basic e-mail functions?</td>
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<tr>
<td>3. Use web-search applications?</td>
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<tr>
<td>4. Demonstrate software applications – word-processing, presentation, database, spreadsheet, design software and Web page software?</td>
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<tr>
<td>5. Design, conduct and evaluate a survey?</td>
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<tr>
<td>6. Assemble an electronic employment portfolio?</td>
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<td>7. Construct a job search network?</td>
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Areas I Need To Review:
Competency Area 8: Apply conflict management skills, and an understanding of cultural, social, and ethnic diversity to achieve group goals and consensus

Knowledge Check

How well do you know how to:

1. Explore what is ethical in the workplace or school?  ☐  ☐  ☐
2. Identify personal conflicts that arise in the workplace?  ☐  ☐  ☐
3. Develop awareness of cultural diversity and equity issues?  ☐  ☐  ☐
4. Devise methods of conflict resolution?  ☐  ☐  ☐
5. Demonstrate evaluation skills?  ☐  ☐  ☐

Areas I Need To Review:
Competency Area 9: Understand legal and ethical responsibilities and exhibit personal accountability, integrity, and responsibility

Knowledge Check

How well do you know how to:
1. Identify personal qualities that are desirable for the workplace?
   - Very Well □
   - Somewhat Well □
   - Not Well □

2. Describe workplace components?
   - Very Well □
   - Somewhat Well □
   - Not Well □

3. Select characteristics of a positive image?
   - Very Well □
   - Somewhat Well □
   - Not Well □

4. Examine ethics and values in the workplace?
   - Very Well □
   - Somewhat Well □
   - Not Well □

Areas I Need To Review:
Competency Area 10: Identify problems, understand context and develop creative solutions

Knowledge Check

How well do you know how to:

1. Demonstrate evaluation skills?
   - Very Well □
   - Somewhat Well □
   - Not Well □

2. Produce a list of potential volunteer activities?
   - □
   - □
   - □

3. Recognize benefits of doing a community service project?
   - □
   - □
   - □

4. Serve as a volunteer in the community?
   - □
   - □
   - □

Areas I Need To Review:
Access Directions to the Trade- or Technical-Specific Online 10-question Demo Assessment

Access the Web link http://www.careeressentials.org/assessments/demo-our-assessments/ with your browser. The sample programmatic questions will help give you an idea of the types of questions on the assessment and how they are generally written.

Test-Taking Reminders

Implementing good study habits is essential for any test or class. Below are basic reminders to better prepare you for life-long learning and workplace success. Incorporate these strategies into your everyday habits.

• Develop a regular study schedule
• Identify a specific location to study
• Always take notes while studying in class or on your own
• Take short breaks during your study session
• Perform “mini-testing” to make sure you understand and comprehend the program concepts
• Join small study groups to help focus on the program content
• If you need special assistance in testing, tell your teacher or counselor so he or she can make accommodations

Student Testing Tips

The most important tip for you is to be prepared mentally and physically for the testing session. Make sure to get plenty of rest and eat healthy. Wear comfortable and appropriate clothing to the testing session. Find out if you can bring items to the testing session, such as a non-programmable calculator, and make sure you have the items ready the night before. Check the website at http://www.careeressentials.org/wp-content/uploads/2017/07/Permitted-Testing-Tools-Aids.pdf for permitted tools or job aids that can be used during testing. The more organized you are before the testing period, the more relaxed you will be during the actual testing session.

Be relaxed and positive. If you begin to panic during the testing, take some deep breaths to relax, and think positive thoughts.

Do not rush through the questions. Read the question and potential answers thoroughly. Make sure you know exactly what the question is asking before answering. If you are unsure, note the question and return to it. Other questions may have clues to the correct answer. Use process of elimination. If you are not sure of the correct answer, study the potential answers and eliminate the ones that you know are not correct.

If all else fails – guess. After you have exhausted all options, take your best guess at the correct answer. If you have studied the content area, you may intuitively know the correct answer. The Career Essentials: Assessments does not penalize you for guessing, and you may guess correctly!
Sample Questions
The following questions are examples of the types of questions you may see within the assessment test. The questions could be in the form of a video clip, drop and drag, sequential or a typical multiple choice.

Employability Test Questions

1) Documentation of professional achievements should include:

A. Samples of writing.
B. Licenses earned.
C. A self introduction.
D. Jobs you wish to hold.

Answer: B

2) Which question is the one MOST likely to be asked during a job interview?

A. What qualifications do you have?
B. Are you married?
C. What is your age?
D. Do you like working for your current boss?

Answer: A
3) Analyze the budget shown to determine the percentage of car-associated costs to total expenses.

A. 3.98%
B. 4.2%
C. 24%
D. 25%

Answer: C

4) Class meets for 55 minutes every Monday, Wednesday and Friday. During every class period, 5 minutes is wasted on disruptions. If the class meets each week for 12 weeks, how much time will be wasted at the end of the course?
A. 2.5 hours
B. 3 hours
C. 3.5 hours
D. 4 hours

Answer: B

5) Typically, good customer service does NOT:
A. Cost a company more than it saves.
B. Bring in new customers.
C. Assist in retaining old customers.
D. Need to happen at all levels of an organization

Answer: A
6) The area in a spreadsheet where data is entered, as shown in the image below, is called a:

- A. Cell
- B. Document
- C. Header
- D. Workbook

Answer: A
Additional Resources
Below are resources that will be helpful in preparing for the Assessments which were created based on industry standards nationwide. Use the Career Essentials: Assessments Blueprint as a guideline for competencies tested. Use the resources below to find curriculum or additional study guides for industry standards.

Employability Resources:
http://www.careeressentials.org/assessments/assessment-resources/