CAREER-READY BLUEPRINT

This Blueprint contains the subject matter content of this Career Essentials Assessment. Note: To fully prepare for this Assessment implement the curriculum Career Essentials: Experiences, fundamental set prior to testing. For information about the Experiences go to: http://www.careeressentials.org/experiences

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

Workplace Skills

Communication

- Demonstrate knowledge of active and attentive listening skills.
- Effectively communicates with teammates to identify needs and wants.
- Effectively communicates with teammates to address needs and wants.
- Selects and uses proper word choice and tone when communicating with others.
- Select the appropriate mode or tool of communication for specific messages.
- Explains how communication positively or negatively impacts the workplace environment and expectations.
- Uses the correct times and context to communicate a specific message to a specific audience.
- Demonstrates a clear purpose in communication.

Decision Making

- Makes decisions within an appropriate time frame.
- Demonstrates reasoning skills by considering multiple perspectives in making a decision.
- Provides rationale about the impact of a decision on a work process.
- Seeks input from individuals or groups impacted by a pending decision as a step in the decision-making process.
- Organizes information and in put as a step in the decision-making process and uses the organized information to make the decision.
- Actively seeks new information, knowledge and/or skills in the decision-making process.
- Identifies all components of a problem.
- recognizes the impact of a decision on multiple stakeholders.
- Brainstorms multiple potential solutions and weighs the impact of each.
Teamwork

- Recognizes personal limitations on the workplace team tasks.
- Recognizes the strengths of others on the workplace team tasks.
- Recognizes personal strengths and abilities to contribute to the workplace team tasks.
- Recognizes the limitations of others on the workplace team tasks.
- Anticipates potential sources of conflict with coworkers.
- Proactively addresses potential sources of conflict with coworkers.
- Demonstrates awareness of world cultures and languages to effectively communicate with coworkers.
- Recognizes team members for positive contributions before recognizing self.
- Demonstrates thoughtful, positive interactions with teammates and avoids negative or inappropriate personal actions.
- Fosters positive, collaborative, working relationships with others.
- Engages teammates proactively because of possessing the knowledge that teams can accomplish more than individuals.
- Recognizes that diversity in team members’ thoughts, ideas, backgrounds and skills generates greater successes than teams with a lack of diversity.
- Communicate clear expectations and ideas to teammates.
- Provides honest feedback to teammates as necessary.

Multi-Cultural Sensitivity and Awareness

- Seeks knowledge from individuals from diverse backgrounds and cultures.
- Involves individuals with different backgrounds, beliefs, and experiences.
- Uses awareness of world cultures and languages to effectively lead and communicate.

Planning, Organizing and Management

- Demonstrates leadership skills when appropriate.
- Establishes work priorities and achieves success in following prioritized work schedule.
- Identifies resources needed to complete a project or task.
- Secures resources needed to complete a project or task.
- Implements solutions to setbacks or obstacles that impact project completion.
- Manages risks and opportunities to improve an established plan for accomplishing a project.
- Works to establish and adhere to appropriate timelines.
- Determines tasks, milestones, and action plan to complete work.
- Tracks, monitors, and reports progress toward a goal.
- Reflects upon goals and evaluates processes and people involved to improve in the future.
- Evaluates self in the performance of planning, organizing, and managing.
Leadership

- Seeks to understand others and develop trusting relationships.
- Brings teammates together in a work plan to achieve a common goal.
- Leads when appropriate and follows when appropriate.
- Shares readily ideas to get a group moving forward toward a goal.
- Demonstrates awareness of and ownership for personal leadership strengths and style.
- Considers the impact of decisions on others.
- Engages the support or help of others to accomplish a work task.

Personal Skills

Integrity

- Considers and identifies the ethical implications of decisions on personal reputation.
- Accepts responsibility for personal actions.
- Admits mistakes and takes steps to correct them.
- Demonstrates honesty.
- Follows through on commitments.
- Demonstrates behaviors that cause others to trust them.
- Demonstrates self-accountability.
- Makes ethical, values-based decisions.

Work Ethic

- Takes responsibility for individual and shared work tasks.
- Pursues results to completion with enthusiasm and drive.
- Displays productive behavior throughout the work day.
- Implements a time management system.
- Demonstrates dedication to the work tasks and people involved.
- Demonstrate high quality character.
- Demonstrates consistency in work performance.

Professionalism

- Monitors personal language and actions.
- Demonstrates behavior that is appropriate for a given situation.
- Models appropriate behavior and etiquette in all settings.
- Refrains from participating in gossip and rumors.
- Confronts individuals who spread gossip or rumors.
- Demonstrates professional behavior that meets the expectations and needs of a situation.
- Pays attention to detail when projecting a self-image through attire, work
produced, and interactions with others.

- Demonstrates enthusiasm to learn in order to inform choices.
- Demonstrates trustworthiness.
- Is on time.
- Completes work tasks efficiently and effectively.

Responsibility

- Generates more than one viable potential solution to an identified problem.
- Recognizes the factors that contribute to a problem faced in the workplace.
- Completes tasks on time with minimal supervision.
- Demonstrates initiative and self-discipline to complete tasks without being told.
- Completes assignments at a high degree of quality.
- Accepts responsibility for mistakes or incomplete work.
- Analyzes personal ability to make a commitment consistently.
- Follows through on commitments made.
- Demonstrates organizational skills to ensure adherence to commitments.
- Implements a time and task management system.
- Prioritizes tasks for a completion plan.
- Builds planning time into daily schedules.
- Applies significant effort to achieve high quality work.
- Reviews and edits work.
- Seeks assistance on difficult tasks.
- Seeks feedback on work and revises accordingly.
- Accepts realities about a situation and works to move forward given realities.

Adaptability/Flexibility

- Appreciates new and creative ideas from others.
- Recognizes potential for improved processes.
- Communicates potential process improvements to the appropriate people.
- Accepts constructive criticism to proposed ideas.
- Implements constructive criticism to proposed ideas.
- Recognizes the mission of a project while demonstrating flexibility in achieving it.
- Welcomes and considers the benefits of change in accomplishing a goal.
- Initiates experiments and creates opportunities to explore changes.
- Welcomes ideas for additional solutions to achieve a goal.
- Creates multiple solutions to achieve a goal.
- Seeks opportunities to learn new strategies and to improve processes and accomplish goals.
- Demonstrates self-assuredness.
- Implements the creative process to solve problems.
Self-motivation

- Identifies potential employment advancements in responsibilities or positions.
- Applies effort required to attain current employment expectations or a potential employment advancement.
- Articulates the difference between intrinsic and extrinsic motivation.
- Demonstrates consistent self-discipline to achieve personal and organizational goals.
- Uses personal talents and abilities to exceed expectations of employer.
- Demonstrates optimism and positivity in expressing themselves.
- Demonstrates optimism and positivity in working with others.
- Works to overcome obstacles because they can see the bigger, longer-term picture.
- Locates and uses resources proactively.
- Demonstrates a desire to learn.
- Seeks resources to aid in learning and solving problems.
- Articulates a clear purpose in the workplace.

Technical Skills Grounded in Academics

Computer and Technology Literacy

- Uses a variety of effective methods to search for and manage valid, relevant data to complete workplace tasks.
- Demonstrates the practice of gaining ongoing knowledge and skill development to use technology tools required in a given occupation.
- Demonstrates understanding of ethical issues related to privacy of intellectual property in data and technology applications.
- Demonstrates understanding of ethical issues related to customer information in a company's database.
- Adheres to organizational policies on the acceptable use of technology.
- Demonstrates awareness of the impact of technology on a business's day-to-day operations.
- Demonstrates awareness of knowledge and skills needed in a given career or profession.
- Demonstrates proper use of technology in communication with others, solving problems, and expediting work processes.

Job-specific Skills

- Demonstrates accurate knowledge and skills related to job duties.
- Demonstrates confidence in the ability to perform new tasks or processes.
- Seeks opportunities to apply existing knowledge and skills to new jobs, tasks and processes.
- Demonstrates awareness of one's own knowledge and skills and identifies needed areas of growth.
- Demonstrates awareness of knowledge and skills needed for specific jobs.
Defines competence and confidence and articulates the relationship between the two.
Generates an action plan for increasing self-efficacy for a given ability.

Safety and Health

Demonstrates knowledge of common workplace safety practices and issues.
Recognizes training needed to fill knowledge and skill gaps.
Asks questions about policies and procedures to seek understanding.
Identifies and generates a plan for establishing positive habits related to safety and health.

Service Orientation

Provides customer service above and beyond normal expectations.
Responds appropriately to customers.
Demonstrates the ability to mitigate conflict in a heated situation or with an angry customer.
Maintains a separation of personal and professional life.
Takes care of personal tasks before and after work or on breaks.
Creates a welcoming and friendly environment for customers.
Demonstrates awareness of who one's customers are.
Differentiates between internal and external customers.
Demonstrates care for customers through appropriate communication, skills, and behaviors.
Demonstrates the ability to connect with customers through appropriate communication, skills, and behaviors.
Communicates with customers in professional, caring, honest, and accurate ways.
Demonstrates genuine interest in meeting all customers' needs.
Demonstrates adequate knowledge about products and services when communicating with customers.
Builds trust with customers.

Professional Development

Explains how current coursework is connected to career plans
Lists and describes licenses or certifications required for planned occupation.
Identifies professional development opportunities that align with personal skill gaps and needs and creates a plan to engage in professional development experiences.
Demonstrates self-awareness about their own career preparedness and needed areas of growth.
Demonstrates awareness of industry trends and careers available in industry.
Develops a clear career goal and plan to achieve it.
Builds and maintains a professional portfolio of experiences, credentials, certificates, and types of work.