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 or contact the SkillsUSA Customer Care Team at 844-875-4557 or customercare@skillsusa.org.

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

6%

- 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

6%

- 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

6%

- 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

6%

- 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

6%

- 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.
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- 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

6%

- 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.
- Demonstrate organizational skills to ensure adherence to commitments.
- Implement 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

6%

- 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

6%

- 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

6%

- 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

6%

- 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.