



Job Ready Assessment Blueprint

21st Century Skills for Workplace Success



Test Code: 1037 / Version: 01

“Measuring What Matters”

Specific Competencies and Skills Tested in This Assessment:

Reading Skills

- Interpret technical and general interest materials commonly used
- Apply understanding of the material to job operations

Math Skills

- Perform math operations using whole numbers, fractions and percentages
- Use statistics (percent, average, median, standard deviation) to monitor processes and quality of performance
- Use mathematical reasoning to solve word problems
- Use algebra-based formulas
- Perform job-specific math operations

Writing Skills

- Define the purpose
- Determine the audience
- Gather information
- Plan the format/layout
- Write a first draft
- Edit and revise to ensure document is complete, clear, concise, correct and considerate of the reader



Speaking and Listening Skills

- Give and take directions or instructions
- Give and respond to oral reports or presentations
- Participate in group or team discussions
- Engage in conversations with co-workers, supervisors, and clients

Computer Literacy

- Use common software to word process, create spreadsheets, and use databases
- Transfer the operating principles of one application to another similar application
- Use the knowledge of computer logic, operating systems, and basic troubleshooting techniques

Specific Competencies and Skills continued:

Reasoning, Problem-Solving, and Decision-Making

- Differentiate among types of problems (technical, human relations, ethical)
- Use established methods of problem-solving and decision-making in individual and group settings
- Apply previous learning to situations where problems must be solved or decisions made quickly
- Test solutions or decisions to determine effects or to identify related problems



Understanding the "Big Picture"

- Identify the company's mission and the individual employee's contribution to that mission
- Identify how the company functions within the broad world of business, industry, and service
- Explain the rationale behind organizational policies and procedures
- Explain the necessity and benefits/disadvantages of organizational change
- Explain basic economic concepts

Work Ethic

- Exhibit responsibility: come to work as assigned, contribute work required, adhere to policies, etc.
- Exhibit flexibility and adaptability

Positive Attitude

- Cooperate with co-workers and supervisors
- Take directions willingly
- Exhibit eagerness to learn
- Act in a pleasant and polite manner with customers, co-workers, and supervisors

Specific Competencies and Skills continued:**Independence and Initiative**

- Work without constant supervision
- Find tasks to perform on one's own
- Make suggestions for improvement
- Exhibit interest in making the organization more effective and productive
- Maintain work standards in the midst of change

**Self Presentation**

- Identify ways in which the individual employee represents the organization
- Exhibit a neat appearance
- Use effective communication skills
- Exhibit elements of etiquette required in professional settings

Attendance

- Limit tardiness, early departures, and absences to legitimate and essential occasions
- Explain the importance of satisfactory attendance to the overall operation of the business
- Negotiate anticipated absences according to company policy
- Call in to notify the supervisor of unanticipated absences

Team Member

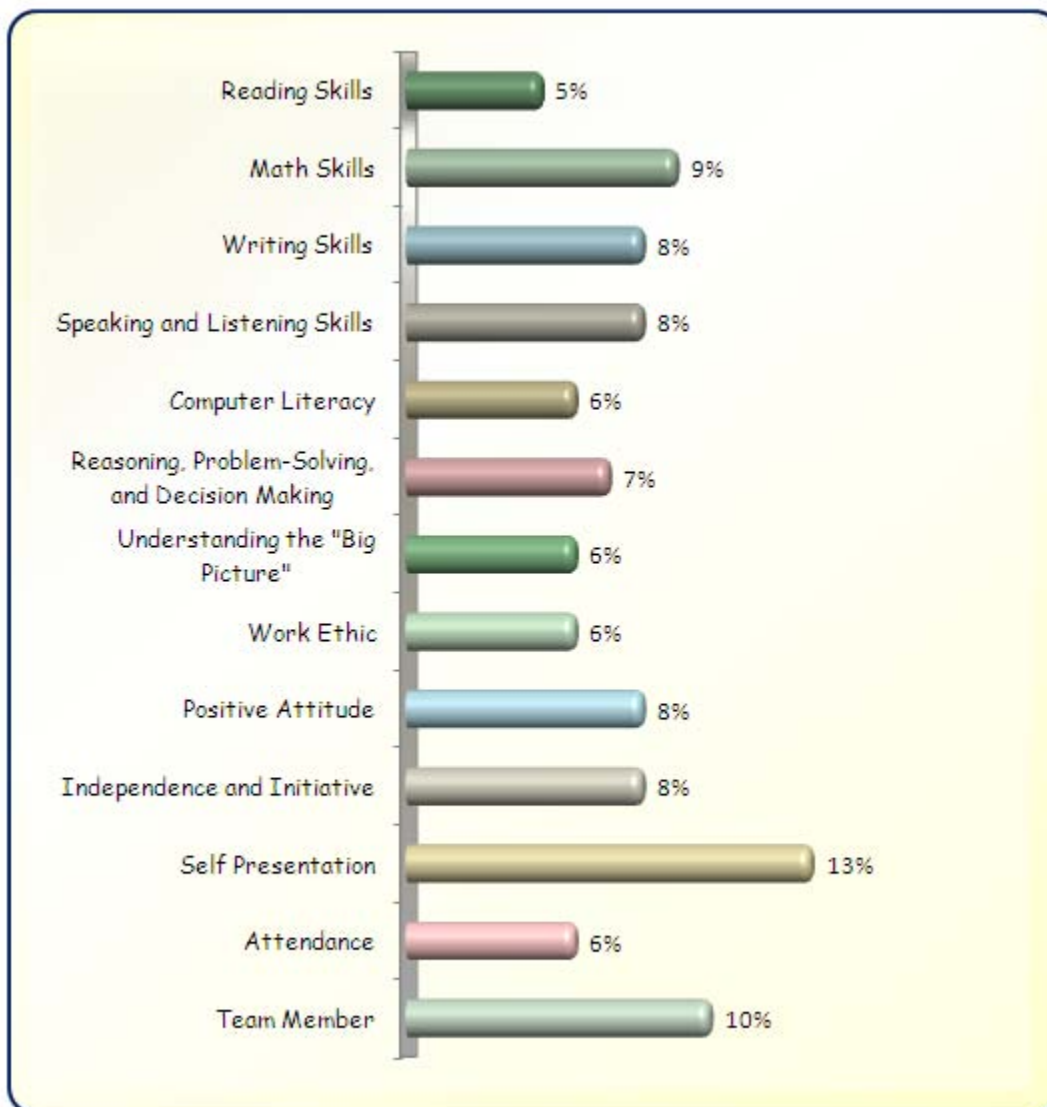
- Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others to contribute
- Look for ways to help others
- Recognize others for their contributions
- Let others know what is needed to get the job done
- Explain the importance of teamwork to the overall operation of the business

Written Assessment:

Administration Time: 2 hours

Number of Questions: 100

Areas Covered:



Sample Questions:

Eggs sell for \$1.09 per dozen at the local supermarket. If the supermarket pays \$8.00 per case that consists of 12 dozen cartons, how much profit does the supermarket make per case?

- A. \$4.27
- B. \$5.08
- C. \$5.80
- D. \$8.00



A summary describing the purpose of an organization is known as a

- A. vision statement
- B. company policy
- C. mission statement
- D. performance evaluation

The term "prioritizing" is used in connection with

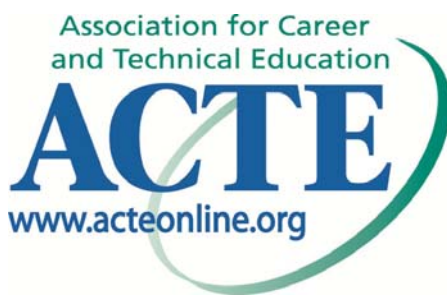
- A. managing time
- B. solving problems
- C. preparing organizational charts
- D. listing questions

The purpose of an agenda is to

- A. set a schedule for a meeting
- B. gather information
- C. record inter-office communication
- D. advertise a product

When team work begins, what is the first major task of the team members?

- A. outline rules
- B. create lists
- C. set goals
- D. list responsibilities



The Association for Career and Technical Education (ACTE), the leading professional organization for career and technical educators, commends all students who participate in career and technical education programs and choose to validate their educational attainment through rigorous technical assessments. In taking this assessment you demonstrate to your school, your parents and guardians, your future employers and yourself that you understand the concepts and knowledge needed to succeed in the workplace. Good Luck!