



Job Ready Assessment Blueprint

Career Skills

An assessment designed for middle school students



Test Code: 1100 / Version: 01

“Measuring What Matters”

Specific Competencies and Skills Tested in This Assessment:

Communications

- Apply reading skills and strategies to work-related documents
- Apply basic writing skills to work-related communication
- Use writing/publishing/presentation applications
- Apply basic skills for work-related oral communication
- Lead formal and informal group discussions
- Apply active listening skills to obtain and clarify information
- Communicate with others in a diverse workforce

Problem Solving and Critical Thinking

- Analyze the problem
- Select potential solutions based on reasoned criteria
- Evaluate solutions
- Implement solutions

Information Technology Applications

- Determine use of technology in the workplace
- Use technology tools to access, manage, integrate, and create information



Systems

- Demonstrate an understanding of how business systems function within the economy
- Demonstrate principles of customer service
- Apply industry standards and practices to ensure quality work

Safety, Health, and Environment

- Work in accordance w/employee rights/responsibilities & employer occupational and safety/health obligations
- Assess types and sources of workplace hazards
- Control hazards in the workplace

Specific Competencies and Skills continued:

Leadership, Management, and Teamwork

- Demonstrate leadership skills
- Organize work activities
- Apply management techniques
- Apply group process techniques

Ethics and/or Legal Responsibilities

- Apply the professional and legal standards of the industry to workplace conduct
- Perform responsibilities within legal guidelines

Employability and/or Career Development

- Develop a career plan with alternatives
- Demonstrate employability skills needed to get and keep a job
- Demonstrate positive work behaviors
- Assess alternative occupational choices

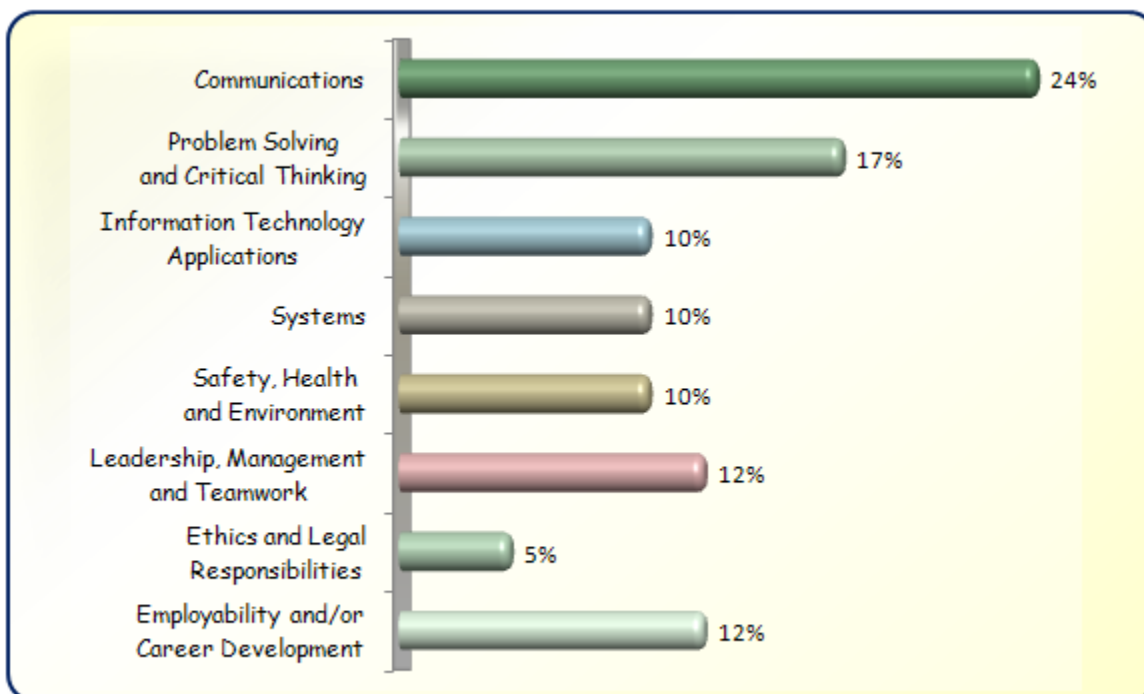


Written Assessment:

Administration Time: 90 minutes

Number of Questions: 41

Areas Covered:



Sample Questions:

Effective speaking includes

- A. being polite and factual
- B. being loud and emotional
- C. saying what people want to hear
- D. not provoking criticism

An employee earns \$122 per week. Total deductions from his wages are \$28.21. How much is the take-home pay per week?

- A. \$ 88.89
- B. \$ 90.79
- C. \$ 93.79
- D. \$150.21

To avoid losing documents or data you have created on a computer, it is a good idea to

- A. send your files by email to a trusted friend
- B. globalize your records
- C. back up your files
- D. copyright your records

When lifting, you should

- A. never let your shoulders go below your waist
- B. keep feet together
- C. use arm muscles only, not your back
- D. never bend your knees

What is the cost to the company when one or more employees are often absent?

- A. It is no big deal since coworkers will cover.
- B. Customers are lost due to lack of service.
- C. Coworkers complain in the breakroom
- D. There will be an increase in Workers' Compensation costs



Sample Questions continued:

Constructive criticism is important because it

- A. tells a person how to improve
- B. tells a person what he/she did wrong
- C. identifies the person who made a mistake
- D. builds power in a leader

A law that protects the rights of people with conditions such as blindness is the

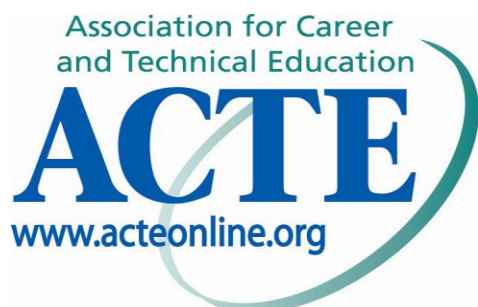
- A. National Labor Relations Act of 1935
- B. Family and Medical Leave Act of 1993
- C. Civil Rights Act of 1964
- D. Americans with Disabilities Act of 1990

To prepare for a job interview, you should

- A. shower, use deodorant, and be sure to use plenty of perfume or cologne
- B. make sure hair is clean and combed, fingernails trimmed
- C. wear conservative and appropriate clothes
- D. both B and C



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!