



VIRGINIA'S WORKPLACE READINESS SKILLS ASSESSMENT BLUEPRINT

**Test Code: 7577
Form A**

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, std dev) 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

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 individuals 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

Virginia's Workplace Readiness Skills (continued)

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

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

Virginia's Workplace Readiness Skills (continued)

Written Assessment:

Administration Time: 120 Minutes
Number of Questions: 100

Areas covered:

5%	Reading Skills
9%	Math Skills
8%	Writing Skills
8%	Speaking and Listening Skills
6%	Computer Literacy
7%	Reasoning, Problem-Solving, and Decision Making
6%	Understanding the "Big Picture"
6%	Work Ethic
8%	Positive Attitude
8%	Independence and Initiative
13%	Self Presentation
6%	Attendance
10%	Team Member

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/an

- 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