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# **JROTC Leadership & Employability Skills**

## General Assessment Information

### Blueprint Contents

General Assessment Information  
Written Assessment Information

Specific Competencies Covered in the Test  
Sample Written Items

**Test Type:** NOCTI has collaborated with Subject Matter Experts representing various branches of the military to create the JROTC Leadership and Employability Skills credential which is focused on the core JROTC tenants instilled across all branches of the military. Affiliated JROTC programs are eligible to offer this opportunity to their cadets upon program completion. This assessment measures technical skills at the occupational level and includes items which gauge factual and theoretical knowledge. This assessment includes a written component, can be used at the secondary level, and can be delivered in an online or paper/pencil format.

**Revision Team:** The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states Alabama, Georgia, Louisiana, and West Virginia.



35.0103- Business  
and Social Skills



Career Cluster - Employability Skills



NATIONAL COLLEGE CREDIT RECOMMENDATION SERVICE  
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In the lower division baccalaureate/associate degree category, 3 semester hours distributed as 2 semester hours in Leadership Fundamentals and 1 semester hour in Career Planning

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## Written Assessment

NOCTI written assessments consist of questions to measure an individual’s factual theoretical knowledge.

**Administration Time:** 2 hours

**Number of Questions:** 100

**Number of Sessions:** This assessment may be administered in one, two, or three sessions.

### Areas Covered



## Specific Standards and Competencies Included in this Assessment

### **Team Collaboration**

- Describe the key components of group dynamics and their effect on team success
- Analyze how effective work teams function and methods available for group leaders to develop an effective team
- Examine communication problems and solutions for work teams and evaluate barriers to effective collaboration, including conflict resolution techniques

### **Interpersonal Skills and Communication**

- Understand the basics of communication, including the importance of two-way communication (sending and receiving), and how to share information with team members and superiors
- Explain the need for leaders to issue clear, concise, and unambiguous directives
- Understand effective relationships with others in order to motivate and lead
- Define diversity in interpersonal situations and the need for neutralizing prejudice in the workforce

### **Ethics, Integrity, and Respect**

- Identify the effects of substance abuse in the workplace
- Describe how core values are used to make ethical choices
- Describe how integrity, respect, and character affect behavior

### **Decision Making, Critical Thinking, and Planning**

- Determine the main causes and effects of stress on decision making
- Apply good critical thinking skills and examine different approaches to making decisions
- Apply the processes for making personal decisions and setting goals

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## Specific Standards and Competencies (continued)

### **Management, Mentorship, and Performance Review**

- Explain why setting an example and instilling a positive attitude in team members are important factors in becoming an effective manager
- Describe how feedback and constructive criticism is critical in mentoring and evaluating the performance of team members
- Examine how management and leadership are both alike and different and how managers deal with difficult situations

### **Leadership**

- Describe how physical fitness and mental health contribute to the success of an organization
- Identify the principles of effective leadership and followership, including the art of delegating responsibility to team members
- Explain the most effective leadership techniques and analyze the characteristics that make effective leaders, including the importance of discipline and personal responsibility

### **Government, Civic Duty, and Citizenship**

- Evaluate the important elements of our democratic government, Bill of Rights, and the United States Constitution
- Explain the history and courtesies rendered to the flag of the United States and other symbols
- Understand the key factors of being a citizen in a strong democracy

### **Career and Self-Discovery**

- Evaluate the need to take personal accountability and the benefits of creating a personal financial plan
- Identify a career strategy, including elements of a personal resume, to assist in making career decisions and evaluate the types of career paths that are related to interests, aptitude, and attitude
- Understand the need for organizations to set policies (i.e., personal appearance and attendance) and procedures, including the functions of the organization's structure

## Sample Questions

**Discussing realistic ideas, assigning responsibilities, and establishing a time frame are major components of reaching team**

- A. goals
- B. camaraderie
- C. growth
- D. assets

**To communicate effectively in the workplace,**

- A. write down everything before communicating
- B. speak first to be able to control the conversation
- C. be friendly to everyone in the workplace
- D. pay attention to both verbal and nonverbal messages

**Which of the following is most important when giving verbal directions?**

- A. listen to the audience
- B. create a plan for instruction
- C. "back up" with written instructions
- D. present steps in order

**The definition of substance abuse is the**

- A. illicit use of drugs in a work environment
- B. use of prescription drugs in the workplace
- C. harmful use of drugs and alcohol
- D. buying and selling of illegal drugs

**Moral principles and beliefs that a person thinks are important are called**

- A. ethics
- B. leadership
- C. judgment
- D. values

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Sample Questions (continued)

**The main purpose of critical thinking is to**

- A. make the best possible decision
- B. review all sides of a topic or issue
- C. weigh the pros and cons
- D. ensure conclusions are not biased

**The term, prioritizing, is best used in connection with**

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

**The ability to control your body movement to change directions quickly and efficiently is called**

- A. agility
- B. endurance
- C. conditioning
- D. strength

**In America, there are many important roles expected of citizens. Of these, the right to \_\_\_\_\_ is fundamental to maintaining our democracy.**

- A. marry
- B. travel
- C. educate
- D. vote

**This first step in financial planning, which is key to mastering your personal finances, is**

- A. learning about investing
- B. creating a budget
- C. understanding credit
- D. protecting investments