

Competency Assessment Questions

Has the student completed the following skills? **Answer any relative questions.** Please mark NA if not.

Job Seeking Skills	
Knows how to define what a resume is including the use and formatting. Able to identify appropriate resumes when given examples?	
1. What are resumes used for? Provide a copy with this document if you have one.	<input type="checkbox"/> NA
2. Based on your previous skills and employment experiences, can you identify which resume is best for your job type?	
Have you completed an interest inventory and understand the purpose for doing so?	<input type="checkbox"/> NA
3. Walk me through the steps, and explain what you did.	<input type="checkbox"/> NA
4. What did you learn from this activity?	
5. How has it guided your thought process about possible future careers?	

<p>Are you able to define the steps to get a job or position (Career Ladder)? Are you able to identify or create a possible mock career ladder?</p>	
<p>6. What could you begin doing NOW to begin your path to achieve your desired occupation?</p> <p>7. Could you be a _____ today? a. Why or why not?</p> <p>b. What steps would you need to reach that goal?</p> <p>8. What career decisions do you need to begin to think about as you acquire part-time jobs through your schooling?</p>	<input type="checkbox"/> NA
<p>Have you researched and created a list of work experiences that represents experience along a career ladder for a specific career?</p>	
<p>9. Have you spoken to someone who currently works in your field of interest?</p> <p>10. What type of formal education do you need to work at your desired career?</p> <p>11. What courses will you need to focus on in high school to become successful in your future career?</p>	<input type="checkbox"/> NA

<p>12.What are some possible college courses you will want to take?</p> <p>a. How long do you think you will need to go to college to get your degree?</p>	
<p>Have you created a personal resume, including drafts and/or professional copies?</p>	<input type="checkbox"/> NA
<p>13.Please include a draft and final copy of your resume.</p> <p>14.What changes did you make to the document from beginning to end?</p> <p>15.What helped guide your decisions to add or delete information to the resume?</p>	<input type="checkbox"/> NA
<p>Are you able to communicate elements of resume during an oral presentation?</p>	
<p>16.Tell me about yourself?</p> <p>17.What qualities do you have that make you a viable candidate for this career/job/Position?</p>	<input type="checkbox"/> NA

<p>18.What makes you stand out amongst your peers?</p> <p>19.Tell me about your previous work experience.</p> <p>20.What was your favorite course in school?</p>	
<p>Do you understand the importance of appropriate work attire and can you demonstrate this through appearance during an oral presentation of resume?</p>	
<p>21.Do you think the way you dress at work and for interviews is important?</p> <p>22.Are there certain dress code rules that apply to ALL work environments?</p> <p>23.How would you learn about the dress code at a new job?</p> <p>24.How are work attire different in different jobs/careers?</p> <p>25.What would you wear for a mock interview?</p>	<p><input type="checkbox"/> NA</p>

<p>6. Give an example of a time you offered to help another person at school or work, even though the adult or teacher didn't ask you to.</p>	
<p>Works cooperatively with a team/group.</p>	
<p>7. Give me an example of a recent time that you worked successfully on a project with a group.</p> <p>8. How did you measure your success on the project?</p> <p>9. What roles are important to have when working in a group?</p> <p>10. How do you make sure that everybody is participating and doing their best?</p>	<input type="checkbox"/> NA
<p>Uses language appropriate to the environment.</p>	
<p>11. Sometimes people say that "appropriate language" means "don't swear". Is there more to it than that? Explain</p> <p>12. Does appropriate language differ depending on where you are, or is it always the same? Give examples</p>	<input type="checkbox"/> NA

Asks questions and seeks clarification on learning tasks.	
<p>13. Define “clarification”.</p> <p>14. If you don’t understand a particular assignment, what are some different things you can do to solve your problem?</p> <p>15. Give me an example of a time that you were unclear about a project or direction. What did you do?</p>	<input type="checkbox"/> NA
<h3>Personal Qualities</h3>	
Routinely arrives on time and does not leave early.	
<p>1. What does “on time” mean?</p> <p>2. In what situations should you arrive on time?</p> <p>3. Have you ever stayed longer to help or work on something without being asked?</p> <p style="padding-left: 20px;">a. If so, when and why?</p> <p>4. Is it ever OK to leave early? Provide examples</p>	<input type="checkbox"/> NA

<p>11.What does integrity mean?</p> <p>a. What does it look like?</p>	
<p>Participates in and completes assigned tasks at work/school/home.</p>	
<p>12.What are some examples of completed work assignments? Think about your work/school/or home. Give some examples</p> <p>13.Did you work alone or with a partner/group on this assignment?</p> <p>a. What was your role?</p> <p>b. Explain how you were or were not successful.</p>	<input type="checkbox"/> NA
<p>Is attentive and prepared to learn.</p>	
<p>14.How do you respond when given instructions in the classroom?</p> <p>15.What do you think “prepared to learn” means?</p> <p>a. When have you shown that you are “prepared to learn”? Provide example</p>	<input type="checkbox"/> NA

Problem Solving & Decision Making

Prioritizes learning assignments.

1. What does "Priority" mean?

NA

2. If you are given several things to do at once, how do you decide what to do first?

Makes appropriate and reasonable decisions on assignments about learning projects.

3. If you are given an assignment that is very difficult, what steps do you take to make sure that you can complete the assignment?

NA

4. If the teacher is not available and you have a question about one piece of the assignment, what do you do?

5. When given a big assignment to complete over a long time, how do you make sure you'll get it all done?

Computer Literacy – Basic Knowledge and Skills

Can you correctly identify the components of a computer?

NA

1.	The part that does the thinking for the computer, the “brain”.	<input type="checkbox"/> Yes <input type="checkbox"/> No
2.	The part that allows you to see the picture.	<input type="checkbox"/> Yes <input type="checkbox"/> No
3.	The part that allows you to move the cursor.	<input type="checkbox"/> Yes <input type="checkbox"/> No
4.	The part that allows you to hear sounds/music.	<input type="checkbox"/> Yes <input type="checkbox"/> No
5.	The part that allows you to print.	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	The part that allows you to type.	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	The place where you would plug in additional devices.	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	The place where you would insert a CD or flash drive.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Can you demonstrate the use of the mouse functions? Able to create, save, open, and close a simple text document? Can retrieve existing documents.

NA

In front of a computer, give the student a piece of paper with a short typed paragraph. Then give the following series of commands.

9.	Type this paragraph in words in Word.	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Use the mouse to open the “Save As...” window. Save this document as “Computer Literacy”.	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Close out of Word, and then open this document.	<input type="checkbox"/> Yes <input type="checkbox"/> No
12.	Now change the font style and size to make this a “professional looking”	<input type="checkbox"/> Yes <input type="checkbox"/> No

	document. Now change it again and make it a “fun” document.		
13.	Use the right click feature to find a synonym for a word in this paragraph.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
14.	Now use the mouse to highlight the first sentence in the paragraph, then cut and paste the sentence to the last line in the paragraph.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>16. Are you able to select and edit font style, size, and appearance? Able to use Spell Check and correct errors?</p> <p>17. Are you able to preview a document before printing and print appropriate number of copies and/or pages?</p> <p>18. Are you able to correctly exit all programs and shut down the computer?</p> <p>19. Are you able to connect to the Internet and access online resources?</p>			