# Competency Task List

# Job-Seeking/Changing Skills CIP 32.0105

## General Related Instruction

## 100 Orientation

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 101 | Identify program policies and procedures |  |  |
| 102 | List program objectives |  |  |
| 103 | Describe work ethics |  |  |
| 104 | Complete forms |  |  |
| 105 | List the benefits of career and technical student organizations |  |  |

## 200 Career Development and Planning

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 201 | Construct a profile of personal interests, aptitudes, abilities and values |   |   |
| 202 | Compare careers in relation to job tasks, work environment, job availability and educational requirements |   |   |

## 300 Employment Acquisition

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 301 | Prepare a resume |  |   |
| 302 | Prepare a letter of application |  |   |
| 303 | Complete employment applications |  |  |
| 304 | Demonstrate job interview techniques  |  |  |
| 305 | Demonstrate job interview/application follow-up activity(ies) |  |  |
| 306 | List potential employers |  |  |

## 400 Human Relations

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 401 | Analyze human relations in terms of: |  |   |
|  | 1. Employer responsibilities
 |  |   |
|  | 1. Employee responsibilities
 |  |  |
|  | 1. Coworker responsibilities
 |  |  |
| 402 | Demonstrate positive decision-making skills |  |  |
| 403 | Identify methods to resolve conflicts |  |  |
| 404 | Distinguish between positive/negative feedback |  |  |
| 405 | Discuss the advantages and disadvantages of unions and other employee organizations |  |  |

## 500 Health and Safety

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 501 | Describe the need for safety practice and procedures |   |   |
| 502 | Identify ways to achieve personal safety |   |   |
| 503 | Identify general occupational safety practices |  |  |
| 504 | Demonstrate general first aid procedures |  |  |
| 505 | Describe the role of government agencies in providing for a safe workplace |  |  |

## 600 Employment Retention

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 601 | Demonstrate the positive attributes of a "good employee" |   |   |
| 602 | Evaluate job changes and promotions |   |   |
| 603 | Diagram the organizational structure of a company |   |   |
| 604 | Interpret a performance evaluation |   |   |
| 605 | Identify sources of employee information regarding company policies and procedures |  |  |
| 606 | Summarize proper procedures for job termination |  |  |

## 700 Communications Development

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 701 | Demonstrate listening skills  |   |   |
| 702 | Demonstrate speaking skills |  |  |
| 703 | Demonstrate nonverbal skills |  |  |
| 704 | Demonstrate writing skills |  |  |
| 705 | Demonstrate digital/online communication skills |  |  |
| 706 | Demonstrate self-assertiveness |  |  |

## 800 Legal Awareness

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 801 | Describe how labor regulations (federal and state) affect employment certificates |   |   |
| 802 | Describe how labor regulations affect where an individual can work |   |   |
| 803 | Describe how labor regulations affect the time an individual can work |   |   |
| 804 | Describe how labor regulations affect wages |  |  |
| 805 | List the benefits provided by: |  |  |
|  | 1. Social Security
 |  |  |
|  | 1. Workers' Compensation
 |  |  |
|  | 1. Unemployment Compensation
 |  |  |
| 806 | Describe the purpose of Equal Opportunity Employment (EOE) |  |  |
| 807 | Identify major laws that regulate management relations |  |  |

## 900 Youth Organizations

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 901 | List good citizenship activities |   |   |
| 902 | Participate in a leadership activity |   |   |
| 903 | Demonstrate leadership qualities |   |   |
| 904 | Demonstrate parliamentary procedure skills |  |  |
| 905 | Participate in a public relations activity |  |  |

## 1000 Consumer Skills

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 1001 | Banking  |   |   |
|  | 1. Discuss financial institutions
 |   |   |
|  | 1. Demonstrate ability to use basic banking services
 |   |   |
| 1002 | Credit |  |  |
|  | 1. Describe the function and purposes of credit
 |  |  |
|  | 1. Describe how to use credit wisely
 |  |  |
| 1003 | Money Management |  |  |
|  | 1. List personal financial goals
 |  |  |
|  | 1. Prepare a budget
 |  |  |
| 1004 | Taxes |  |  |
|  | 1. Describe the types and function of taxes
 |  |  |
|  | 1. Prepare tax forms of payroll deductions
 |  |  |
| 1005 | Insurance |  |  |
|  | 1. Describe types and purposes of insurance
 |  |  |
|  | 1. List factors in buying insurance
 |  |  |
| 1006 | Consumer Protection  |  |  |
|  | 1. Identify actions that can be taken for consumer protection
 |  |  |
| 1007 | Wages  |  |  |
|  | 1. Identify types of earnings
 |  |  |
|  | 1. Describe forms of payroll deductions
 |  |  |
| 1008 | Fringe Benefits  |  |  |
|  | 1. Identify and describe the various fringe benefits
 |  |  |
|  | 1. Identify types of retirement plans and the role of an employer and employee in contributing to retirement plans
 |  |  |

## 1100 Economics

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 1101 | Describe types of business organizations |   |   |
| 1102 | Describe the opportunities of entrepreneurship |   |   |
| 1103 | Identify major differences in economic systems |   |   |

## 1200 Future Planning

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 1201 | Describe the impact of technological change in the workplace  |   |   |
| 1202 | List the occupational opportunities at your present skill level |   |   |
| 1203 | List short and long-term career goals |   |   |
| 1204 | Develop a plan for professional growth |  |  |
| 1205 | Discuss career changes |  |  |

## 1300 Technical Related Instruction

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 1301 | List specific safety rules and identify potential hazards at the job site |   |   |
| 1302 | Demonstrate safe work habits and attitudes on the job |   |   |
| 1303 | Define the specific occupational terms related to your job  |   |   |
| 1304 | List your occupational skills  |  |  |
| 1305 | List the occupational requirements to maintain employment at your job site |  |  |
| 1306 | Describe the policies and procedures used by your cooperating employer |  |  |
| 1307 | Diagram your company's organizational structure |  |  |
| 1308 | Identify technical related resources that correlate with on-the-job experiences |  |  |

## 1400 Job Site Evaluation

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Task  | (X) Indicates Proficiency 1 | Secondary Course Cross-Walk |
| 1401 | Job Visit On Site  |   |   |

1 Student Demonstrated Entry-Level Industry Proficiency as Indicated by (X)