



# Employability Assessment Blueprint

## Career Skills

An assessment designed for middle school students



Test Code: 1100 / Version: 01

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## General Assessment Information

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General Assessment Information  
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**Test Type:** The Career Skills industry-based credential is included in NOCTI's Employability assessment battery. NOCTI's employability credentials measure the skills that represent critical knowledge needed for success in the workplace. This test is a middle school version and only contains a written component. Employability assessments can be delivered in an online or paper/pencil format.

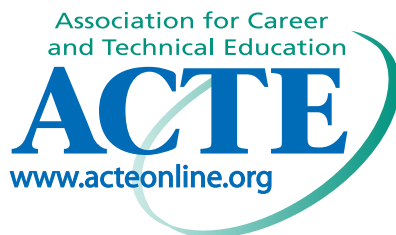
**Revision Team:** The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Idaho, Iowa, Michigan, New Jersey, Ohio, Pennsylvania, and Washington.



35.0103-  
Business and Social Skills



Career Cluster -  
Employability Skills



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!

## Written Assessment

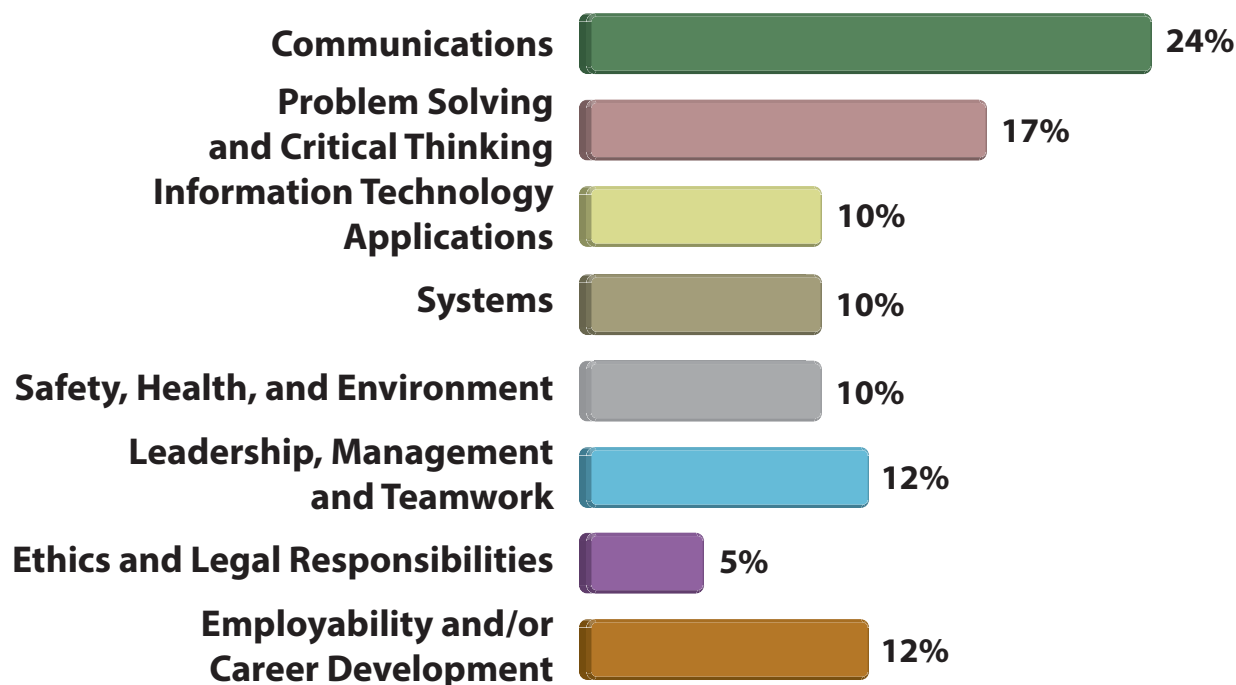
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

**Administration Time:** 90 minutes

**Number of Questions:** 41

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

### Areas Covered



## Specific Standards and Competencies Included 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

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## Specific Standards and Competencies (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



## 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.

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### 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

**When asked to talk in front of a group, the speaker should**

- A. be prepared to "wing it"
- B. chew gum to calm the nerves
- C. practice answers to expected questions
- D. use technical terms to impress the audience

**You want to serve your country and go to college. Who can help you with this goal?**

- A. armed forces recruiters
- B. military academy registrars
- C. school counselors and teachers
- D. state and local job placement offices