



Employability Assessment Blueprint

Workplace Success Skills for Middle School



Test Code: 1350 / Version: 01

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General Assessment Information

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Test Type: The Workplace Success Skills for Middle School 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.

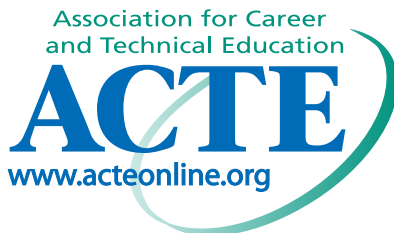
Revision Team: The assessment content is based on input from secondary, post-secondary, and business/industry representatives from the states of Idaho, Iowa, Michigan, New Jersey, Ohio, Pennsylvania, and Washington.



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

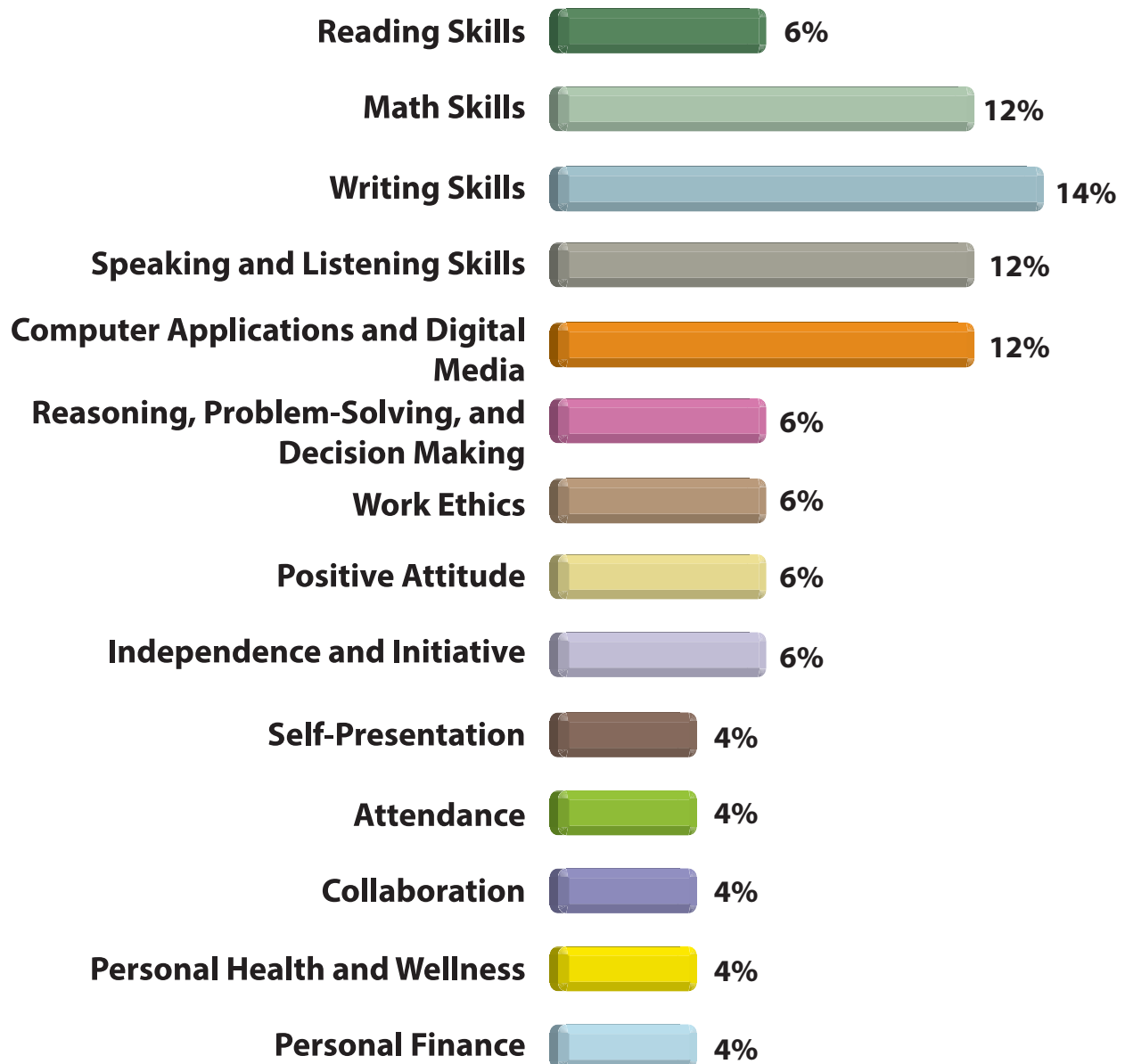
NOCTI written assessments consist of questions to measure an individual's factual theoretical knowledge.

Administration Time: 90 minutes

Number of Questions: 50

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

Areas Covered



Specific Standards and Competencies Included in this Assessment

Reading Skills

- Interpret and comprehend technical and general interest in written material
- Apply understanding of the material to job tasks

Math Skills

- Perform math operations using whole numbers, fractions, and percentages
- Use mathematical reasoning to solve word problems and interpret graphics

Writing Skills

- Determine purpose and audience
- Gather information
- Write a first draft
- Edit and revise to ensure document is complete, clear, concise, correct, courteous, and coherent

Speaking and Listening Skills

- Use effective communication skills
- Provide and comprehend directions or instructions
- Give and respond to oral reports or presentations

Computer Applications and Digital Media

- Utilize word processing, spreadsheet, and database software
- Transfer the operating principles of one application to another similar application
- Use the knowledge of computer logic, operating systems, and basic troubleshooting techniques
- Use social media appropriately and effectively, in personal and professional situations

Reasoning, Problem-Solving, and Decision Making

- Use established methods of problem-solving and decision-making in individual 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

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Specific Standards and Competencies (continued)

Work Ethics

- Exhibit responsibility
- Exhibit professional practices

Positive Attitude

- Cooperate in a pleasant and polite manner with clients, coworkers, and supervisors
- Take directions willingly

Independence and Initiative

- Work without constant supervision
- Exhibit willingness to learn
- Maintain work standards in the midst of change



Self-Presentation

- Identify ways in which the individual employee represents the organization
- Exhibit a neat appearance

Attendance

- Limit tardiness, early departures, and absences to legitimate and essential occasions
- Negotiate anticipated absences according to company policy

Collaboration

- Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others to contribute
- Look for ways to help others

Personal Health and Wellness

- Identify healthy practices and behaviors that will maintain or improve the health of self
- Identify ways to reduce or prevent injuries and illness

Personal Finance

- Calculate, track, and evaluate income and spending
- Evaluate savings and investment options to meet short and long term goals

Sample Questions

The supermarket allows its customers to use a discount card that reduces their cost by 8 percent. Sam remembered to bring his card with him today. If his before-tax purchase was \$125.00, what is his cost after he applies the discount card?

- A. \$10.00
- B. \$15.00
- C. \$110.00
- D. \$115.00

The first step in writing is to

- A. create a draft and proofread
- B. choose the format and layout
- C. determine the purpose and audience
- D. gather and assemble information

When solving a problem,

- A. edit the original problem statement so it will better match the solution
- B. compare the factors causing the problem when selecting one solution to test
- C. overlook possible costs such as money, time, personnel, and safety
- D. review only the advantages of a solution before selecting it

What is the best way to communicate the instructions of a game to others?

- A. Tell the individuals how to play.
- B. Show the individuals how to play.
- C. Provide a set of written instructions.
- D. Supply some graphics and illustrations.

After changes have been made to an existing file and then saved under a new name, the original file is

- A. deleted
- B. modified
- C. unchanged
- D. formatted

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Sample Questions (continued)

A summary describing the purpose of an organization is known as a

- A. vision statement
- B. company policy
- C. mission statement
- D. performance evaluation

Mark's immediate supervisor is retiring, and a new supervisor was hired. Which would be the best way to show that Mark is a good employee?

- A. ask the new supervisor out for coffee
- B. speak poorly about other employees
- C. offer to perform additional job tasks
- D. compliment the new supervisor

To collaborate with others means to work with others well and

- A. independently
- B. aggressively
- C. respectfully
- D. passively

Arriving at an office job in a clean suit exhibits a _____ appearance.

- A. sanitized
- B. neat
- C. high-fashion
- D. genuine

To make a customer feel at ease,

- A. immediately suggest products and services
- B. begin an aggressive sales presentation
- C. greet the customer and shake hands
- D. keep busy working while talking to the customer