



## ***CUSTOMIZED ASSESSMENT BLUEPRINT***

### **SIMULATED WORKPLACE**

**Test Code: 8995**

**Version: 01**

**Preliminary Blueprint - final version is subject to slight changes.**

#### **Specific competencies and skills tested in this assessment:**

##### **Student Led Companies**

Use social media appropriately and effectively, in personal and professional situations  
Exhibit flexibility and adaptability  
Demonstrate leadership skills  
Recognize others for their contributions  
Demonstrate group process techniques  
Organize work

##### **Application/Interview Structure**

Exhibit professional practices  
Apply for employment  
Demonstrate employability skills needed to keep a job  
Demonstrate personal qualities appropriate to the work environment

##### **Formal Attendance System**

Exhibit responsibility  
Explain the importance of satisfactory attendance to the overall operation of the business  
Call in to notify the supervisor of unanticipated absences

##### **Drug Free Work Zone**

Identify healthy practices and behaviors that will maintain or improve the health of self  
Ensure healthful working conditions  
Identify why drug free work zones are needed to be a productive/safe company

##### **6S Environment**

Apply previous learning to situations where problems must be solved or decisions made quickly  
Exhibit interest in making the organization more effective and productive  
Identify why 6S is important to be an efficient and effective company

## ***Simulated Workplace (continued)***

### **Safe Work Areas**

Explain the necessity and benefits/disadvantages of organizational change  
Identify ways to reduce or prevent injuries and illness  
Identify efficient, effective, and ethical uses of technology in the workplace  
Ensure safe working conditions  
Demonstrate safe use of tools and equipment  
Practice environmental conservation and safety

### **Workplace Teams**

Participate in group or team discussions  
Cooperate in a pleasant and polite manner with clients, coworkers, and supervisors  
Explain the importance of teamwork to the overall operation of the business  
Perform work tasks in a team  
Look for ways to help others  
Take directions willingly

### **Project-Based Learning/Student Engagement**

Perform math operations using whole numbers, fractions, and percentages  
Gather information  
Provide clear documentation of assignments, goals, and timelines  
Define the problem  
Analyze the problem and identify the solution  
Make recommendations

### **Company Name and Handbook**

Identify the company's mission and the individual employee's contribution to that mission  
Interpret organizational policies and procedures  
Apply management techniques

### **Company Meetings**

Engage in conversations with coworkers, supervisors, and clients  
Attend team meetings, focus on the topic/purpose, offer facts and ideas, and help others

### **Onsite Business Reviews**

Interpret and comprehend technical and general interest in written material  
Identify how the company functions within the broad world of business, industry, and service  
Identify ways in which the individual employee represents the organization  
Apply industry quality standards and practices

### **Accountability**

Identify aspects of owning or starting up a small business  
Share information using a range of appropriate communications technologies  
Explain the importance of using data to improve company productivity

*Simulated Workplace (continued)*

**Knowledge-Based Assessment:**

Administration Time: 2 hours

Number of Questions: 100

**Areas covered:**

15%	Student Led Companies
9%	Application/Interview Structure
8%	Formal Attendance System
6%	Drug Free Work Zone
6%	6S Environments
11%	Safe Work Areas
12%	Workplace Teams
13%	Project-Based Learning/Student Engagement
4%	Company Name and Handbook
4%	Company Meetings
6%	Onsite Business Reviews
6%	Accountability

**Sample Questions:**

An effective manager engages in which of the following?

- A. reprimanding an employee publicly
- B. praising an employee in front of the team
- C. ignoring an employee at a meeting
- D. discussing a person's private affairs during the meeting

Why do workers fill out a W-4 form when they get a new job?

- A. to calculate an hourly wage
- B. to calculate net pay
- C. to determine federal withholding taxes
- D. to determine state payroll taxes

For changes in an organization to be effective, there must be

- A. a directive from administration
- B. an amendment to the mission statement
- C. support from all levels of the organization
- D. a formal change in organizational methodology

A person that assists an employee by offering networking and coaching is called

- A. a mentor
- B. a coworker
- C. an employee
- D. a teammate

When conducting Internet research on a topic, it is most important to consider the

- A. number of sites listed
- B. source of the information
- C. number of hits the page receives
- D. site creation date