



Productive Attitude & Personal Qualities - The candidate:

- Demonstrates personal character (honesty, tack, ethics and integrity) that contributes to a positive and productive work environment.
- Uses work time efficiently and safely while maintaining quality standards.
- Shows courtesy and respect toward others.

People Skills - The candidate:

- Is a good team member who relates well to all kinds of people inside and outside the organization.
- Builds constructive and effective relationships.

Punctuality & Attendance - The candidate:

- Arrives at work site or station and performs scheduled activities on time.
- Is prepared for the work day as scheduled by supervisor.
- Observes company policy regarding any unscheduled or unanticipated absences.
- Communicates with supervisor to arrange scheduled time off.

Critical Thinking & Problem Solving - The candidate:

- Identifies the problem, reviews options and their implication in solving the problem, takes best action to solve problem.
- Utilizes logic, research, innovation, future visioning and creativity.
- Understands cause and effect and relationship within a system (various levels of organization or system).

Time & Resource Allocation - The candidate:

- Is dependable and follows through in work assignments
- Prioritizes work tasks and responsibilities to meet required deadlines.

Business Basics - The candidate:

- Understands and supports the employer's organization, mission, goals and services.
- Understands customer's expectations.
- Is dressed, and groomed appropriately for the organization.
- Understands basic concepts such as profit and loss and return on investment.
- Is conscious of safety in the work area

Information and Analysis, Technology & Communication - The candidate:

- Demonstrates communication skills necessary to accomplish work (reading, writing, oral communication and listening skills).
- Collects and interprets relevant information, organizes and communicates information accurately.
- Selects and uses appropriate industry relevant technology to accomplish work (e.g. computers, fax, telephone, copier, multi-meter).

PLUS

Career Decision Making

- Self assessment of interests, abilities, and strengths
- Career exploration, including self employment
- Making use of labor market information
- Identifying goals, training and education needs, and opportunities for improvement

Job Seeking Skills:

- Job search
- Resume, including the ability to transmit electronically
- Job application
- Interview, including appropriate attire
- Identify required job-specific training and experience
- Awareness of employee and employer rights and responsibilities, such as OSHA, FMLA, ADA, EEO, etc

Job Transition Skills:

Knows appropriate skills for transitions in the workplace (e.g. begin and leave a job, promotion, replacement of supervisor, reorganization in the workplace, fired or laid off, requesting references).