

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:		
	a. Employer responsibilities		
	b. Employee responsibilities		
	c. 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

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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:		
	a. Social Security		
	b. Workers' Compensation		
	c. 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		
	a. Discuss financial institutions		
	b. Demonstrate ability to use basic banking services		
1002	Credit		
	a. Describe the function and purposes of credit		
	b. Describe how to use credit wisely		
1003	Money Management		
	a. List personal financial goals		
	b. Prepare a budget		

1004	Taxes		
	a. Describe the types and function of taxes		
	b. Prepare tax forms of payroll deductions		
1005	Insurance		
	a. Describe types and purposes of insurance		
	b. List factors in buying insurance		
1006	Consumer Protection		
	a. Identify actions that can be taken for consumer protection		
1007	Wages		
	a. Identify types of earnings		
	b. Describe forms of payroll deductions		
1008	Fringe Benefits		
	a. Identify and describe the various fringe benefits		
	b. 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		

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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)