	WORKPLACE EMPLOYABILITY SKILLS
	EX COMMUNICATION: Employs complex communication* skills in a manner that adds
1.0	anizational Productivity.
conten	ex Communication refers to the need to combine traditional communication skills with technical workplace t transmitted via rapidly evolving technologies to increasingly diverse audiences.
	s core communication skills for the workplace.
•	Delivers content accurately
	Persuades others
•	Uses communication style appropriate to audience and situation
•	Listens actively Resolves conflicts
	inicates effectively in a diverse work environment.
•	Communicates with diversity in mind
1.C Uses te	chnologies and social media for workplace communication.
1.0 0363 16	Exercises competence in using technology
•	Upholds the brand
•	Follows applicable laws and regulations
•	Matches technology to content
✓ Founda	tional communication skill check points
	Writes in languages required by employer
	Speaks in languages required by employer
	Demonstrates reading comprehension
	Presents with confidence
	Practices interpersonal skills Uses workplace technologies
	BORATION: Collaborates, in person and virtually, to complete tasks aimed at
^{2.0} organi	zational goals.
2.A Commit	ts to achieving collective goals.
•	Contributes personal strengths
•	Respects contributions of others
•	Contributes to an environment of collaboration
2.B Promote	Ensures diversity in collaboration es an environment of trust.
	Builds team relationships
	Takes responsibility for role on team
•	Manages information with sensitivity
	es technology to collaborate with others.
	Adopts technology to promote collaboration

ARIZONA CTE CAREER PREPARATION STANDARDS & MEASUREMENT CRITERIA

3.0	THINKING AND INNOVATION: Integrates expertise in technical knowledge and skills with thinking and reasoning strategies to create, innovate, and devise solutions.
3.A	Defines a problem in the workplace.
	Describes
	Diagnoses
	Uses resources to define a problem
3.B	Practices inquiry and reflection (I/R) to take action in the workplace.
	Maintains an attitude of openness
	Explores for deeper understanding
	 Uses resources for inquiry and reflection (I/R)
	Evaluates self
3.C	Takes action supported by evidence and reasoning to explain conclusions and accomplish work.
	Composes a plan
	Constructs a model (visual, symbolic, or linguistic)
	Makes decisions
	Uses tools strategically
3.D	Argues a case Transfers knowledge and skills from one work situation to another.
3.0	Builds capacity to transfer skills
3.E	Creates/innovates to improve workplace productivity.
	Builds capacity to create/innovate
4.0	PROFESSIONALISM : Conducts oneself in a professional manner appropriate to organizational expectations.
4.A	Adheres to organizational protocol related to behavior, appearance, and communication.
	Communicates with technical language
	 Communicates according to organizational standards
	Satisfies customers
	(Destansion alian Destinuinan Charlint
4.B	✓ Professionalism Preliminary Checklist Manager time in accordance with complexitienel expectations
4.D	 Manages time in accordance with organizational expectations. Uses time productively
	 Balances accuracy and speed
	 Organizes work for the allotted timeframe
	 Prioritizes tasks
	 Collaborates and works alone to deliver on time
4.C	Represents the organization in a positive manner.
	Communicates mission and position
	Aligns with organizational values
	Manages resources to benefit the organization
	Communicates core values of the profession
4.D	Performs assigned tasks with a "can do" attitude.
	Performs work with a positive attitude
4.E	Behaves in a way that distinguishes between personal and work-related matters.
	 Demonstrates respect for personal and professional boundaries
4.F	Produces work that reflects professional pride.
	Produces high quality work
	Acts as a team member
	Performs/produces with precision
	Continues to develop skills and connections
	Takes initiative to improve work

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5.0	INITIATIVE AND SELF-DIRECTION: Exercises initiative and self-direction in the workplace.
5.A	Functions independently within the organizational structure.
	Performs necessary tasks Strives to improve nerseared delivery of convises
	 Strives to improve personal delivery of services Improves personal performance/ behaviors continuously
	Improves personal performance/ behaviors continuously
	✓ Initiative & Self-Direction Preliminary Checklist
5.B	Adapts to changing conditions and expectations in the organization.
	Adjusts to change
	 Cooperates respectfully with colleagues Maintains productivity
5.C	Pursues career advancement opportunities within an organization or field.
0.0	Articulates requirements for job openings
	 Prepares for career advancement
	Pursues formal learning opportunities
	Builds learning relationships
	Applies new resources
5.D	Generates innovative ideas, methods, or devices contributing to organizational resources and goals.
	Innovate to improve productivity
	 Recommends improvements on processes, products, services
	Uses technology to increase productivity/profits
5.E	Exercises leadership in the workplace.
	Engages individual strengths
	Manages work plans
	Plans for unanticipated challenges
	Pursues workplace solutions/improvements
6.0	INTERGENERATIONAL AND CROSS-CULTURAL COMPETENCE: Interacts effectively with different cultures and generations to achieve organizational mission, goals and objectives.
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8.0	LEGAL AND ETHICAL PRACTICES: Observes laws, rules and ethical practices in the workplace.
8.A	Respects the organization's physical and intellectual property.
	Takes responsibility for the workplace
	Protects the organization's intellectual property
8.B	Demonstrates loyalty to the organization, its mission and resources.
	Demonstrates loyalty to the organization
8.C	Maintains a safe work environment.
	Addresses harmful conditions in the workplace
	Follows procedure for reporting unsafe conditions
0.0	Receives risk management training
8.D	Adheres to the policies and procedures of the organization.
	Acts in accord with policies and procedures
	 Acts in accord with legal and ethical practices Receives training in policies and procedures
8.E	Receives training in policies and procedures Adheres to applicable local, state, federal and international laws and regulations.
0.L	 Applies required laws and regulations in the workplace
	 Complies with employment laws
	 Applies laws and regulations unique to the industry
8.F	Takes responsibility for one's actions in the workplace.
•	Prioritizes time
	 Resolves own work problems and errors
	Takes responsibility for own communication
8.G	Manages/uses resources for the good of the organization.
	Uses organization's resources prudently
8.H	Acts with integrity (honest, reliable, and trustworthy.)
	 Performs with honesty and reliability in a trustworthy manner
8.I	Interacts respectfully with co-workers and customers.
	Handles information appropriately
	Works to create an equitable workplace
0.0	FINANCIAL PRACTICES: Applies knowledge of finances for the profitability and viability of the
9.0	organization.
9.A	Exercises prudence in personal finance as it relates to employment.
	Manages personal finances responsibly
9.B	Articulates financial goals and strategies of the organization.
-	Communicates organizational financial goals
9.C	Contributes to organizational profitability through knowledge of finances.
	Acts prudently with organizational resources
	Maintains current knowledge of salary and benefits
	Relates work performance to company profitability
L	