

# Career Building Blocks

## PERSONAL EFFECTIVENESS COMPETENCIES - DEVELOPING SELF-CONFIDENCE

### Integrity

Takes responsibility for accomplishing work goals within expected timeframes; accepts responsibility for one's decisions and actions and for those in one's group, team or department; attempts to learn from mistakes; treats others with honesty, fairness and respect.

### Initiative

Goes beyond the routine demands of the job; seeks out new work challenges increasing the variety and scope of one's job; assists others who have heavy workloads; strives to exceed standards and expectations.

### Professionalism

Takes pride in one's work and the work of the company/organization; situation; demonstrates a positive attitude towards work; keeps emotions in check even in very difficult situations.

### Interpersonal Skills

Establishes a high degree of trust and credibility with others; looks for ways to help people, and pitches in to help others; values diversity of people and ideas.

### Willingness to Learn

Demonstrates an interest in personal learning and development; takes steps to develop and maintain knowledge, skills and expertise necessary to achieve positive results; participates fully in relevant training programs; treats unexpected circumstances as opportunities to learn.

### Dependability and Reliability

Demonstrates regular and punctual attendance; follows written and verbal directions; checks work to ensure that all essential details have been considered; takes prompt, thorough action to correct errors; complies with company/organizational rules, policies and procedures.

## ACADEMIC COMPETENCIES

### Reading

Applies what is learned from written material to follow instructions and complete specific tasks; applies what is learned to future situations.

### Writing

Uses correct spelling, punctuation, capitalization, tense, and subject-verb agreement; uses language appropriate for the reader.

### Mathematics

Adds, subtracts, multiplies, and divides with whole numbers, fractions, decimals, and percents; converts decimals to fractions; converts fractions to percents.

### Active Learning

Identifies when it is necessary to acquire new knowledge and skills; uses newly learned knowledge and skills to complete specific tasks, uses newly learned knowledge and skills in new or unfamiliar situations.

### Basic Computer Skills

Understands and efficiently uses basic computer hardware and software to perform tasks; understands common computer terminology and is familiar with the fundamental capabilities of computers

### Critical and Analytical Learning

Reviews, compares and interprets information; draws conclusions from information; applies this understanding when solving problems.

### Communication Listening and Speaking

Speaks clearly and confidently; receives, interprets, and understands instructions; pays close attention and seeks to understand others; listens attentively and seeks to clarify information.

## WORKPLACE COMPETENCIES

### Teamwork

Develops constructive and cooperative working relationships with others; responds appropriately to positive and negative feedback; learns from other team members; is a team player and contributes to the group's effort; effectively communicates with all members of the team/group to achieve team goals and objectives.

### Safety & Physical Fitness

Knows and practices all safety procedures; aware of what's happening around you; ability and stamina to work a full shift.

### Creative Thinking

Uses information, knowledge, and beliefs to generate original, innovative solutions to problems; entertains wide-ranging possibilities others may miss; has a broad knowledge and perspective; pieces together seemingly unrelated data to identify patterns and tends to see a bigger picture.

### Business Fundamentals

Understands the company's mission and functions; recognizes impact of how one's own performance can have on the success of the company; acts in the best interest of the company, community, and the environment.

### Planning & Organizing

Plans and schedules tasks so that work is completed on time; keeps track of details to ensure work is performed accurately and completely; keeps all parties informed of progress and all relevant changes to changes to project timelines

### Adaptability/Flexibility

Is open to considering new ways of doing things; willingly accepts new approaches when appropriate and discards approaches that are no longer working; effectively changes plans, goals, actions or priorities to deal with changing situations.

### Workplace Computer Applications

Understands common computer terminology (e.g., programs, operating systems) and correctly applies knowledge to required tasks.

### Working with Tools and Technology

Carefully considers which tools or technological solutions are appropriate for a given job, and consistently chooses the best tool or technological solution for the problem at hand; demonstrates an interest in learning about new and emerging tools and technologies that may assist in improving productivity.

### Checking & Examining & Recording

Detects and corrects errors; attends to and follows through on important information in paperwork; keeps logs, records, and files up to date and readily accessible.

### Problem Solving & Decision Making

Recognizes the existence of a problem (what do you see that causes you to think there's a problem); use resources (internal & external) to gather information relevant to the problem; look at causes; identify alternatives to resolve the problem; plan the implementation (what will the situation look like when the problem is solved?)