Postsecondary Adult

Applies appropriate academic and technical skills: Academic skills and technical skills complement one another. A career ready individual applies these skills in a strategic manner to accomplish tasks. 1

ACADEMIC ATTAINMENT

1 Apply academic proficiency in the workplace. 1.PA.1

TECHNICAL SKILL ATTAINMENT

2 Attain career skill training, certification, licensure, and/or degrees and keep them up-to-date as required. 1.PA.2

STRATEGIC THINKING

3 Analyze situations with academic and technical skill and use reasoning with a systems perspective to develop solutions. 1.PA.3

Communicates effectively and appropriately: Expressing ideas, providing instruction, informing others, sharing knowledge and providing customer service are critical in a career. 2

WRITING

1 Construct a well reasoned position in writing to support ideas or validate a point of view. 2.PA.1

SPEAKING

2 Foster positive relationships by listening attentively and communicating in a wide variety of situations in the workplace. 2.PA.2

PRESENTATIONS

3 Prepare informative presentations with effective use of technology to keep audience interest. 2.PA.3

PROFESSIONAL ETIQUETTE

4 Display excellent workplace etiquette; meet all social protocols, avoid personal social media on work time, and communicate appropriately with coworkers, superiors, customers, or clients. 2.PA.4

CUSTOMER SERVICE

5 Establish positive relationships with all customers, anticipate and respond to their wants and needs, and make recommendations for appropriate products and services. 2.PA.5

Contributes to employer an
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PERSONAL RESPONSIBILITY

Model dependability while contributing to individual or group projects with personal energy and drive committed to the work organization. 3.PA.1

self-interest. It also means the ability to see the bigger picture of playing a role in the success of the employer and community through personal, civic and community actions. 3

MEETS WORKPLACE EXPECTATIONS

2 Show professionalism by meeting expectations of promptness, attendance, being prepared, completing tasks, following policies, rules and regulations, and taking responsibility for creating a safe, positive work environment. 3.PA.2

CIVIC RESPONSIBILITY AND SERVICE

3 Model active engagement in professional or community groups to encourage and improve citizenship involvement. 3.PA.3

Makes sense of problems and perseveres in solving them: Recognizing and solving problems is a daily requirement of nearly every American worker and entrepreneur. From small technical issues, to group dynamics, to design of overall systems, opportunities abound for the career ready individual to solve problems in the workplace. 4

PERCEPTIVENESS

1 Accurately identify a need or problem, recognize issues connected to problems and seeks to understand the causes. 4.PA.1

PROBLEM SOLVING

2 Present multiple solutions based on data and evaluate for the best selection utilizing independent and team critical thinking. 4.PA.2

PERSEVERANCE/WORK ETHIC

3 Demonstrate determination to complete tasks on schedule even when difficult and faced with setbacks. 4.PA.3

Uses Critical Thinking: Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions. 5

CRITICAL THINKING

1 Approach a complex issue with reason, logic, and critical thinking to generate and evaluate viable solutions. 5.PA.1

DECISION MAKING

2 Make decisions by using a process of gathering data, generating solutions, and evaluating alternatives before implementing. 5.PA.2

ADAPTABILITY

3 Manage change with focus, prioritization, and a willingness to learn new things. 5.PA.3

Demonstrates innovation and creativity: The 21st cen
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CREATIVITY

1 Combine new or past experiences and brainstorm new ideas with others to develop novel ideas to use at work. 6.PA.1

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INOVATION

thinking. Successful individuals will be expected to generate and share new ideas. 6

2 Be comfortable with taking data informed risks to introduce new ideas, products or processes for work. 6.PA.2

Models ethical leadership and effective management: The ability to influence others relies on leadership. Today's workplace provides greater transparency and accountability where the ability to ethically lead and manage is essential. 7

LEADERSHIP

1 Develop positive working relationships to accomplish goals. Model leadership attributes of self awareness, self regulation, motivation, empathy, and social skills. 7.PA.1

ETHICS

2 Utilize ethical consideration in all decisions to enhance workplace behaviors and relationships and comply with code of conduct for the organization. 7.PA.2

MANAGEMENT

3 Determine objectives, parameters, and deadlines prior to the start of a project so work activities will be efficient and effective through completion. 7.PA.3

Works productively in teams and demonstrates cultural competency: Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions. 8

TEAMWORK

1 Encourage team consensus; engage others to use their talents/skills to accomplish successful team results. 8.PA.1

CONFLICT RESOLUTION

2 Anticipate potential conflicts, use conflict resolution skills to defuse disagreements and negotiate mutually acceptable solutions. 8.PA.2

SOCIAL & CULTURAL COMPETENCE

3 Give/earn respect with awareness of world cultures. Interact positively with coworkers and customers who have different backgrounds, experiences and beliefs. 8.PA.3

Utilizes technology: The career ready individual has an understanding of how to use technology and apply it successfully in the workplace. Advances in technology require individuals to quickly learn and use many tools and ap

DATA GATHERING, ACCESS AND MANAGEMENT

1 Evaluate valid and reliable online data sources to complete workplace tasks and develop consistent data management approaches. 9.PA.1

TOOLS AND APPLICATIONS

2 Use appropriate technology tools for career to convey information, solve problems, and expedite workplace processes. 9.PA.2

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TECHNOLOGY ETHICS

3 Abide by workplace policies related to acceptable uses of technology, privacy, intellectual property, cyber security, and confidentiality of private information. 9.PA.3

Manages personal career development: Managing a personal career includes exploration, preparation and participation. Each person is responsible for creating and maintaining their own career. Career management includes understanding and meeting the expectations for behavior and skills in the workplace. 10

PLANNING

1 Use self-assessment in order to select most appropriate goals and plan for personal career success. 10.PA.1

JOB SEEKING

2 Use networks to locate jobs/employers, create personal brand to market self effectively and present a professional image for interviews. 10.PA.2

RESUME, PORTFOLIOS, & INTERVIEWS

3 Create a portfolio with work and volunteer accomplishments, resume with education, credentials, and relevant skills. 10.PA.3

PROFESSIONAL DEVELOPMENT

4 Identify opportunities for career advancement; find lifelong learning resources available in the workplace, community, college, and career pathways. 10.PA.4

ENTREPRENEURSHIP

5 Evaluate opportunities, benefits, and risks of business ownership verses employment in a career to make informed decisions. 10.PA.5

Attends to personal and financial well-being: The career ready individual recognizes the benefits of physical, mental, social and financial well-being to be successful in a career. 11

PERSONAL WELL-BEING

1 Engage in a variety of activities, interests, healthy habits, and positive relationships to increase wellness. 11.PA.1

FINANCIAL WELL-BEING

2 Manage finances by budgeting for goals of saving, spending, investing, and insurance needs while maintaining a good credit score and responsibly file and pay taxes. 11.PA.2