

SkillsUSA tie-breaker test study guide; for state and national tie-breaker tests

### *Career Essentials: Foundations*

- List the three components of the SkillsUSA Framework
- List the essential elements for each of the three components of the SkillsUSA Framework

### **Personal Skills**

#### Integrity

- Define integrity
- Define honesty
- Describe the difference between responsibility and excuses

#### Work Ethic

- List and describe the five characteristics of a good work ethic

#### Professionalism

- Describe how to demonstrate maturity
- Identify the steps of the Impulse Strategy
- List the personality traits of a confident person
- Define self-confidence
- Describe the difference between desired image and perceived image
- List the guidelines for presenting a positive image (see the Leadership Handbook)

#### Responsibility

- List the traits of dependability
- List the traits of consistency
- List the components of responsibility
- List the components of personal well-being

#### Adaptability/Flexibility

- Identify the steps of the Creative Process
- Describe the value of a strong support system
- Describe the importance of a backup plan or “Plan B”

#### Self-Motivation

- Describe the difference between mentors and coaches
- Describe the ability to take initiative
- Identify the components of the STAR question response method
- Describe the benefits of a positive attitude

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## **Workplace Skills**

### **Decision Making**

- List the steps in the Decision Making process
- Define reasoning

### **Multicultural Sensitivity and Awareness**

- Define the key terms related to culture and diversity
  - Diversity
  - Multicultural
  - Sensitivity

### **Planning, Organizing, and Management**

- List examples of tasks that are:
  - Urgent, Important
  - Urgent, Not important
  - Not urgent, Important
  - Not urgent, Not important
- Identify when it is appropriate to work in different quadrants of the time management matrix
- Describe the difference between reactive behavior and proactive behavior
- List and describe the steps in the time management process

### **Communication**

- List examples when of situations when it is appropriate to use different communication methods
  - Face-to-face
  - E-mail
  - Phone call
  - Social networking messages
  - Text messages
  - Letters
- List and describe the components of the POWERR formula

### **Leadership**

- List and describe the components of the OTFD conflict mitigation tool

### **Teamwork**

- Define the components of the strengths equation
- List the characteristics of a leader
- List the characteristics of a leading follower
- Describe the difference between a leader and a leading follower

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## **Technical Skills Grounded in Academics**

### Service Orientation

- Describe the difference between internal customers and external customers
- Define focus and present
- Describe the difference between focus and being present

### Professional Development

- Define professional development
- List and describe the components of SMART goals
- Define compensation
- Define gross salary
- Define net salary

### *SkillsUSA Knowledge*

- Write the SkillsUSA mission statement
- State the SkillsUSA motto
- State the SkillsUSA pledge
- State the SkillsUSA creed
- List the SkillsUSA colors and their meanings
- Identify the duties of chapter officers
- Identify the characteristics of the SkillsUSA ceremonial emblem
- Identify the emblem component associated with each officer
- Identify key moments in SkillsUSA history by year