

# AZ CTE Professional Skills Student Assessment

This assessment is designed to provide high school students with areas of strengths and weaknesses. The Arizona Career and Technical Education Professional Skills have 9 areas of measurement:

1. Communication
2. Collaboration / Teaming Abilities
3. Thinking and Innovation / Problem Solving
4. Professionalism / Formal Behavior
5. Initiative and Self-Direction / Leadership
6. Intergenerational and Cross-Cultural Competence / Acceptance and Inclusion
7. Organizational Culture / Values
8. Legal and Ethical Practices / Safety
9. Financial Practices

**Assessment TIPS:**

- This survey has 26 questions with 5 answer choices: Always, Often, Some, Rarely, and Never.
- Take your time – the estimated time to complete is 30 minutes.
- Answer honestly! This survey will help you to identify strengths and weaknesses.
- Fill in the circle of the best option that reflects your current skills!

**Standard 1 Communication: Uses appropriate communication style, ability to persuade, helps others to resolve conflicts, and creates a friendly environment.**

*Reflect on your current communication skills. Select an answer for each question.*

	Always	Often	Sometimes	Rarely	Never												
<p><b>1. When I talk to people...</b></p> <div style="display: flex; align-items: center; margin-top: 10px;">  <p style="font-size: small; color: #0070c0;">Communication Skills</p> </div>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">I am friendly and engaging.</td> <td style="text-align: center; padding: 5px;"><input type="radio"/></td> </tr> <tr> <td style="padding: 5px;">I am confident when I speak and I can maintain eye contact.</td> <td style="text-align: center; padding: 5px;"><input type="radio"/></td> </tr> </table>					I am friendly and engaging.	<input type="radio"/>	I am confident when I speak and I can maintain eye contact.	<input type="radio"/>								
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I am confident when I speak and I can maintain eye contact.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>												

	Always	Often	Sometimes	Rarely	Never						
<p><b>2. When someone upsets me...</b></p> <div style="display: flex; align-items: center; margin-top: 10px;">  <p style="font-size: small; color: #0070c0;">Communication Skills</p> </div>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; padding: 5px;">I am able to calmly and respectfully remove myself from the situation to give myself time to think</td> <td style="text-align: center; padding: 5px;"><input type="radio"/></td> </tr> </table>					I am able to calmly and respectfully remove myself from the situation to give myself time to think	<input type="radio"/>				
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		Always	Often	Sometimes	Rarely	Never
<b>3. I can communicate with people by...</b>  	avoiding texting language and shortcuts.	<input type="radio"/>				
	typing complete words and sentences using high school level vocabulary.	<input type="radio"/>				
	using tech tools to check spelling and grammar.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>4. I can persuade others by...</b>  	sharing and testing out my ideas with others.	<input type="radio"/>				
	presenting my ideas with confidence through voice inflection, pace, body language, gestures, and tone.	<input type="radio"/>				
	reasoning with others to adopt a point of view, change direction, and/or take action to achieve goals.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>5. I can adjust my communication style to help resolve conflicts by...</b>	understanding the difference between formal and informal situations.	<input type="radio"/>				
	generating options for resolving conflict that focus on the issues rather than the personalities.	<input type="radio"/>				
	being an active listener.	<input type="radio"/>				
	using my negotiation skills to find a compromise and/or come to an agreement.	<input type="radio"/>				

Communication Skills



**Standard 2 Collaboration: Builds teams, is a responsible team member, creates an environment of trust, and uses technology to collaborate.**

*Being a responsible team member, creating an environment of trust, building teams, and using technology to collaborate.*

		Always	Often	Sometimes	Rarely	Never
<b>6. I like to...</b> <b>Collaboration</b>						
	work in teams.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>7. I can use technology to promote collaboration by...</b>	learning how to use video conferencing and technology tools.	<input type="radio"/>				
	using collaborative tools that I am told to use (i.e. google docs, zoom, etc.).	<input type="radio"/>				
	selecting technologies that will best suit the task to be completed.	<input type="radio"/>				

Collaboration



		Always	Often	Sometimes	Rarely	Never
<b>8. I can work well in teams as demonstrated by my ability to...</b>  	be open to other ideas and perspectives.	<input type="radio"/>				
	approaching other team members with respect, acceptance, friendship, and honesty	<input type="radio"/>				
	getting work done while having fun.	<input type="radio"/>				
	acknowledging the contributions of others.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>9. I can be a valuable member of the team...</b>  	accepting the workload assigned to me.	<input type="radio"/>				
	attending meetings on-time. following through on commitments.	<input type="radio"/>				
	attending meetings on-time.	<input type="radio"/>				
	following through on commitments.	<input type="radio"/>				
	recognizing how my personal skills and strengths are contributing to the overall team performance.	<input type="radio"/>				
taking responsibility for quality and consistency of my own work within the team.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

**Standard 3 Innovation: Develops new ideas, and displays problem-solving and critical thinking skills.**

*Reflect on your ability to think outside the box, solve problems, and put solutions into action. Select an answer for each question.*

	Always	Often	Sometimes	Rarely	Never
<b>10. I consider myself to be...</b>  <b>INNOVATE</b>					
creative.	<input type="radio"/>				

	Always	Often	Sometimes	Rarely	Never
<b>11. I show that I am curious and want to learn more by...</b>  <b>INNOVATE</b>					
asking questions.	<input type="radio"/>				
challenging myself to seek a deeper understanding of how things work.	<input type="radio"/>				
seeking multiple viewpoints and trying to understand the reasoning behind the way things are done or put together.	<input type="radio"/>				

**Standard 4 Professionalism: As a full-time student, your behavior, appearance, and communication style can be considered a rating of your professionalism.**

*Reflect on your ability to be professional and stand out from others to succeed. Select an answer for each question.*

	Always	Often	Sometimes	Rarely	Never
<b>12. My grades are...</b> 					
mainly A's and B's.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<p><b>13. I am responsible as reflected by my ability to...</b></p> 	get to school on-time, follow dress code, and maintain good personal hygiene habits.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	be respectful, honest, and observe school rules.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	be internally motivated and model good behavior for others to follow.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>14. I try NOT to...</b></p> 	wait until the last minute to do my school work.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
	<p><b>15. I am able to self-regulate and maintain good conduct in situations by...</b></p> 	understanding how stress can negatively impact me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
not over sharing my personal problems and opinions.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
politely excusing myself from uncomfortable situations.		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<p><b>16. I have...</b></p> 	a positive attitude and outlook on life.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**Standard 5 Initiative: Initiative can reflect your self-confidence! Are you able to share ideas, take charge of situations, navigate complicated systems, and pursue advancement?**

Select an answer for each question.

		Always	Often	Sometimes	Rarely	Never
<b>17. I consider myself to be a...</b>  	leader - when told to do so.	<input type="radio"/>				
	leader - I have power and agency to take charge and inspire others.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>18. My resume is...</b>  	grammar and spell checked.	<input type="radio"/>				
	contains an objective, updated work experience, skills, and contact information.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>19. My career plan is...</b>  	under investigation - I have not decided what I want to do.	<input type="radio"/>				
	developing - I have identified the industry I am interested in pursuing.	<input type="radio"/>				
	in progress - I am taking classes in my field. and have identified next steps beyond high school	<input type="radio"/>				

**Standard 6 Working with Diverse Others: Develops interpersonal skills to contribute to a climate of acceptance and inclusion.**

*Reflect on your personal biases and how this can impact your relationships with others. Select an answer for each question.*

		Always	Often	Sometimes	Rarely	Never
<p><b>20. My interpersonal skills translate across diverse settings by...</b></p> 	being self-aware of how my emotions, thoughts, and values can influence my behavior towards others.	<input type="radio"/>				
	accepting differences and seeking to learn more about diverse social identities.	<input type="radio"/>				
	having a well grounded sense of self and adapting a growth mindset.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<p><b>21. I contribute to a climate of acceptance and inclusion by...</b></p> 	understanding social norms for positive, constructive behavior.	<input type="radio"/>				
	seeking relationships and collaborations with diverse others.	<input type="radio"/>				
	acknowledging similarities and differences in all individuals.	<input type="radio"/>				
	accepting different perspectives.	<input type="radio"/>				

**Standard 7 Organizational Culture and Standard 8 Legal and Ethical Practices: Schools have values, policies, and procedures that students must observe.**

Select an answer for each question.

		Always	Often	Sometimes	Rarely	Never
<p><b>22. I adhere to my school's policies and procedures by...</b></p> 	completing my school work.	<input type="radio"/>				
	not breaking rules.	<input type="radio"/>				
	reading my school handbook and knowing I am accountable for my actions.	<input type="radio"/>				
<p><b>23. I respect school property by...</b></p> 	not touching or harming objects that don't belong to me.	<input type="radio"/>				
	not sharing my passwords or my homework.	<input type="radio"/>				
	understanding that school property and my education is expensive.	<input type="radio"/>				
<p><b>24. I can help maintain a feeling of safety at school by...</b></p> 	avoiding drama and confrontation.	<input type="radio"/>				
	paying attention to my surroundings.	<input type="radio"/>				
	knowing where the emergency exits are in the school.	<input type="radio"/>				
	knowing who to call for help.	<input type="radio"/>				

## Standard 9 Financial Practices: How do you handle money and plan for the future?

Select an answer for each question.

		Always	Often	Sometimes	Rarely	Never
<b>25. When it comes to money, I am known for...</b> 	being able to save my money.	<input type="radio"/>				
	consistently seek ways to earn and save money.	<input type="radio"/>				

		Always	Often	Sometimes	Rarely	Never
<b>26. I have goals for the future that will require personal finances...</b> 	I dream about my future but often feel overwhelmed about money.	<input type="radio"/>				
	I am actively working (i.e. doing paid chores, babysitting, entry level work, etc.) and saving for a better future.	<input type="radio"/>				

**Next Step?**  
**Identify Professional Skills**  
**Strengths and Weaknesses...**

## Post Assessment Scoring

### Levels Correlate to Answer Choices:

Level 1 - Proficient	Level 2 - Approaching	Level 3 - Novice
Always, Often	Sometimes	Rarely, Never

- Label questions in the 26 sections with Levels 1, 2, or 3.
- Identify which standards are areas of proficiency (Always, Often) and standards that have room for growth.

Example:



## Next Steps

- Select a standard (1-9) to concentrate on for this semester
- Login to MyFutureAZ to create a reflection on the standard selection (e.g., I rated a novice score in the Professional Skills Standard 9, Financial Practices. This semester I plan to work on \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_ to improve my score.
- Seek guidance from your CTE teacher on ideas and opportunities for improvement.