

## AZ CTE Professional Skills

### Instructions:

This quiz has 26 questions with 3 answer choices.

Check the box that best describes you!

<b>Standard 1 Complex Communication: Using appropriate communication style, ability to persuade, help others to resolve conflicts, and create a friendly environment.</b>			
<b>Question 1</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When I talk to people...	I am nervous but try to speak clearly.	I am friendly and engaging.	I am confident when I speak and I can maintain eye contact.
<b>Question 2</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can communicate in writing by...	using texting language and shortcuts.	typing complete words and sentences using high school level vocabulary.	using tech tools to check spelling and grammar.
<b>Question 3</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can persuade others by...	sharing and testing out my ideas with others.	presenting my ideas with confidence through voice inflection, pace, body language, gestures, and tone.	reasoning with others to adopt a point of view, change direction, and/or take action to achieve goals.
<b>Question 4</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can adjust my communication style to help resolve conflicts by...	understanding the difference between formal and informal situations.	generating options for resolving conflict that focus on the issues rather than the personalities.	being an active listener, and using my negotiation skills to find a compromise and/or come to an agreement.
<b>Question 5</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When someone upsets me... I am able to remove myself calmly and respectfully from the situation to give myself time to think.	Rarely, Never	Sometimes	Always, Often
<b>Standard 2 Collaboration: Being a responsible team member, creating an environment of trust, building teams, and using technology to collaborate.</b>			
<b>Question 6</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I like to work in teams.	Rarely, Never	Sometimes	Always, Often
<b>Question 7</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can work well in teams as demonstrated by my ability to...	be open to other ideas and perspectives.	approach other team members with respect, acceptance, friendship, and honesty.	get work done while having fun, and acknowledge the contributions of others.
<b>Question 8</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can be a valuable member of the team by...	accepting the workload assigned to me, attending meetings on-time, and following through on commitments.	recognizing how my personal skills and strengths contribute to the overall team performance.	taking responsibility for quality and consistency of my own work within the team.
<b>Question 9</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can use technology to promote collaboration by...	learning how to use video conferencing and technology tools.	using collaborative tools that I am told to use (i.e., google docs, zoom, etc.).	selecting technologies that will best suit the task to be completed.

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<b>Standard 3 Thinking and Innovation: Displaying problem-solving and critical thinking skills, and developing new ideas for improvement.</b>			
<b>Question 10</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I consider myself to be... creative.	Rarely, Never	Sometimes	Always, Often
<b>Question 11</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I show that I am curious and want to learn more by...	asking questions.	challenging myself to seek a deeper understanding of how things work.	seeking multiple viewpoints and trying to understand the reasoning behind the way things are done or put together.
<b>Standard 4 Professionalism: As a full-time student, your behavior, appearance, and communication style can be considered a rating of your professionalism.</b>			
<b>Question 12</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My grades are...	mainly C's and D's.	mainly B's and C's.	mainly A's and B's.
<b>Question 13</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am responsible as reflected by my ability to...	get to school on-time, follow a dress code, and maintain good personal hygiene habits.	be respectful, honest, and observe school rules.	be internally motivated and model good behavior for others to follow.
<b>Question 14</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I am able to self regulate and maintain good conduct in situations by...	understanding how stress can negatively impact me.	not over sharing my personal problems and opinions.	politely excusing myself from uncomfortable situations.
<b>Question 15</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I usually... wait until the last minute to do my school work	Always, Often	Sometimes	Rarely, Never
<b>Question 16</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have... a positive attitude and outlook on life	Rarely, Never	Sometimes	Always, Often
<b>Standard 5 Initiative and Self-Direction: Initiative is reflected by your self-confidence to share ideas, take charge of situations, navigate complicated systems, and pursue advancement.</b>			
<b>Question 17</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are you a leader or a follower?	follower - rather let someone else do the work.	leader - when told to do so.	leader - I have power or agency to take charge and inspire others.
<b>Question 18</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My resume is...	typed but not up-to-date.	grammar and spell checked.	contains an objective, updated work experience, skills, and contact information.
<b>Question 19</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My career plan is...	under investigation - I have not decided what I want to do.	developing - I have identified the industry I am interested in pursuing.	in progress - I am taking classes in my field and have identified next steps beyond high school.










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<b>Standard 6 Equity, Diversity, and Inclusion: Development of my personal skills so I can be contributive to a climate of acceptance and inclusion.</b>			
<b>Question 20</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My interpersonal skills translate across diverse settings by...	being self-aware of how my emotions, thoughts, and values can influence my behavior towards others.	accepting differences and seeking to learn more about diverse social identities.	having a well-grounded sense of self and adopting a growth mindset.
<b>Question 21</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I contribute to a climate of acceptance and inclusion by...	understanding social norms for positive, constructive behaviors.	seeking relationships and collaborations with diverse others.	acknowledging similarities and differences in all individuals, and accepting of different perspectives.
<b>Standard 7 Organizational Culture and Standard 8 Legal and Ethical Practices: Schools have values, policies and procedures that students must observe.</b>			
<b>Question 22</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I adhere to my school's policies and procedures by...	completing my school work.	not breaking rules.	reading my school handbook and knowing I am accountable for my actions.
<b>Question 23</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I respect school property by...	not touching or harming objects that don't belong to me.	not sharing my passwords or my homework.	understanding that school property and my education is expensive.
<b>Question 24</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I can help maintain a feeling of safety at school by...	avoiding drama and confrontation.	paying attention to my surroundings.	knowing where the emergency exits are in the school and knowing who to call for help.
<b>Standard 9 Financial Practices: How do you handle money and plan for the future?</b>			
<b>Question 25</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
When it comes to money, I am known for...	always being broke because I spend it all.	being able to save my money.	consistently work part time and save my money.
<b>Question 26</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I have goals for the future that will require personal finances...	I plan to stay with family and rely on their financial support.	I dream about my future but often feel overwhelmed about money.	I am actively working (i.e. doing paid chores, babysitting, entry level work, etc.) and saving for a better future.

**Time to score your results!**

## AZ CTE Professional Skills

Count how many check marks in each column from above and total them here:

CTE Professional Skills Standard	Column 1 Level 3 - Novice	Column 2 Level 2 - Approaching	Column 3 Level 1 - Proficient
<b>1</b> <small>Communication Skills</small> 			
<b>2</b> <small>Collaboration</small> 			
<b>3</b>  <small>INNOVATE</small>			
<b>4</b> <small>Professionalism</small> 			
<b>5</b> <small>Initiative</small> 			
<b>6</b> <small>Diversity</small> 			
<b>7</b> <small>Work Ethics</small> 			
<b>8</b> 			
<b>9</b> 			

### Reflection:

1- What are your strongest skills (standards)? \_\_\_\_\_

2- What are the skills (standards) that you need to grow? \_\_\_\_\_

[3- Review strategies on how to grow your professional skills.](#)

4- Create a goal to improve your skills (standards)

Next semester, I plan to work on \_\_\_\_\_

by \_\_\_\_\_