

Career Connect Network -- College & Career Readiness Competencies

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	Proactive Communication & Collaboration <i>Proficiencies include demonstrates effective verbal and non-verbal communication; demonstrates fluency in common forms of workplace communication; communicates to co-workers, teams, and management clearly; demonstrates capacity to work collaboratively.</i>	Reliability <i>Proficiencies include follows instruction and demonstrates an understanding of expectations; consistently meets expectations for attendance and punctuality; demonstrates effective task management skills; meets work quality standards.</i>	Self-Management <i>Proficiencies include understands personal strengths and limitations; sets and manages short-and long-term goals; manages personal emotions in the workplace; demonstrates adaptability in diverse settings; demonstrates integrity.</i>	Taking Initiative <i>Proficiencies include demonstrates personal accountability by taking ownership and planning ahead; exhibits perseverance by identifying and overcoming challenges; exercises sound reasoning and analytical thinking; exercises leadership.</i>	Academic/Technical Skills <i>Proficiencies include test-taking and note-taking strategies; problem formulation and testing; analyzing and synthesizing information; literacy and numeracy; credentialing; and post-secondary awareness</i>
Level 4 Advancement	<ul style="list-style-type: none"> • Crafts formal correspondence that is complete, clear and uses appropriate conventions. • Seeks collaboration with co-workers/peers and supervisors/instructors to address concerns and solve problems. • Expresses concerns and describes problems or challenge s/he is experiencing in a professional manner. • Establishes professional network (for references & career advancement purposes). • Assumes shared responsibility for collaborative work and values the contributions made by each team member. 	<ul style="list-style-type: none"> • Proactively establishes due dates and assignments expectations with supervisors/instructors. • Seeks to understand or learn new skills or knowledge that will enable tasks to be completed more efficiently and or effectively. 	<ul style="list-style-type: none"> • Speaks to how his/her short and long term goals relate to each other. • Expresses desire to change behavior or acquire new skill or knowledge to obtain goals. • Uses reflections on personal behavior and experience to improve work habits. • Responds to challenges with ideas and suggestions. 	<ul style="list-style-type: none"> • Thinks of innovative solutions to solve problems. • Anticipates demands and challenges, develops contingencies. • Seeks ways to improve tasks and outcomes. 	<ul style="list-style-type: none"> • “College & Career Ready” • Successful progression in credit bearing coursework; no developmental coursework needed. • Gold or Higher on the National Career Readiness Certificate (Career Pathway Employment only).
Level 3 Persistence/ Retention	<ul style="list-style-type: none"> • Asks clarifying questions. • Displays appropriate body language. • Rephrases and confirms understanding of what is being said. • Checks-in regarding performance on new assignments. • Conducts telephone conversations to relay or gather information appropriate to assignments. • States needs and concerns clearly and affirmatively. • Builds relationships and establishes rapport with supervisors/instructors and co-workers/peers. • Offers effort/ideas while respecting and considering others. • Conducts phone, written/email communication, and online communication in a professional manner. • Initiates interaction with supervisor/instructor for the next task. 	<ul style="list-style-type: none"> • Understands planning and scheduling conventions. • Prioritizes activities and tasks and maintains focus to complete assignments on time. • Reviews work samples and improves upon draft work before its submitted. • Adapts to changes in work prioritization. 	<ul style="list-style-type: none"> • Understands personal needs and what is required for success. • Uses feedback from supervisors/instructors and co-workers/peers to improve performance. • Works to resolve conflicts amicably. • Identifies situations likely to elicit an emotional response and develops strategy to handle these situations. • Identifies external situations and barriers that could affect performance. • Acts with personal integrity -- intent, words, and actions align. • Understands and demonstrates awareness of how his/her own behaviors impact others. • Manages time to complete tasks and assignments in a timely manner. • Understands the need to balance one’s own cultural expectations with the institutional expectations of work or school. 	<ul style="list-style-type: none"> • Identifies situations where additional information or help may be needed to perform a task or assignment. • Able to problem solve in a manner to address/mitigate issues that affect work output or quality. • Assists others without prompting. • Makes commitments to supervisors/instructors and peers. • Acknowledges mistakes and accepts responsibility for incomplete tasks. • Student effort/challenge level. 	<ul style="list-style-type: none"> • “Emerging College & Career Ready” • Need numeracy/literacy assessment level. • Persisting in college course and is not taking DE courses in more than one subject. • DE course is completed in no more than 2 quarters. • Silver or higher on the National Career Readiness Certificate (Career Pathway Employment only). • Utilizes Test-taking & note taking strategies. • Uses key cognitive strategies such as Problem formulation, research/interpretation, and precision/ accuracy. • Applies key content knowledge: Academic attribution and value • Can complete the admissions process with minimal assistance. • Have the skills to attain a short term credential or Certifications.
Level 2 Ready for Placement	<ul style="list-style-type: none"> • Listen attentively to supervisors/instructors, co-workers/peers, and customers. • Uses appropriate non-verbal communication with supervisors/instructors and co-workers/peers. • Conducts in-person communication in a professional manner. • Asks for help to complete an assignment or overcome problems. • Works well with others and contributes to group efforts. 	<ul style="list-style-type: none"> • Completes tasks and/or assignments on time. • Notifies supervisor/instructor prior to being later or unexpectedly absent. • Meets commitments to supervisors/instructors and colleagues/peers. • Takes responsibility for the quality of work. • Addresses problems or issues in a timely manner that enables work to continue with a minimum of interruption. • Completes steps necessary to perform a task. • Understands and follows institution policies and procedures. 	<ul style="list-style-type: none"> • Maintains composure during conflict, including receiving criticism, and responds appropriately. • Respects the dignity, diversity, and rights of individuals/ groups. • Articulates personal strengths and limitations to an employer/instructor. • Accepts feedback from supervisors/instructors. • Shows a method for tracking progress toward goals. • Assesses how current activities may affect goals. • Adjusts practices and behavior to meet stated expectations. • Relates positively with customers, co-workers, instructors, and peers. • Utilizes time management tools (e.g. calendar, planner) • Understands and demonstrates money management skills and financial wellness. 	<ul style="list-style-type: none"> • Understands and is able to work within required performance specification and acceptable tolerances. • Performs required tasks without frequent redirection. • Uses knowledge and information to solve problems. • Seeks guidance when assignments exceed ability or time demands. 	<ul style="list-style-type: none"> • Basic Skills Sufficient • Sufficient academic skills in core subject areas needed to access and progress in a specific certificate program. • Bronze or higher on the National Career Readiness Certificate (Career Pathway Employment only). • Takes notes to remember or learn new information. • Utilizes Information retention strategies • Understands how to prepare for college and career. • Demonstrates financial aid awareness. • Communicates college and career expectations.
Level 1 Skill Development	<ul style="list-style-type: none"> • Acknowledges and responds to communicated information. • Demonstrates understanding of non-verbal communication. • Uses appropriate language for the environment. 	<ul style="list-style-type: none"> • Shows up to work/school prepared and on time and returns from breaks in a timely manner. • Follows instructions to complete assigned tasks. 	<ul style="list-style-type: none"> • Dresses appropriately to the environment and practices proper hygiene. • Responds appropriately to supervision & instruction. • Demonstrates an understanding of appropriate behavior to the environment. 	<ul style="list-style-type: none"> • Performs required tasks. 	<ul style="list-style-type: none"> • Basic Skills Deficient • Working to complete DE coursework in a college setting to attain post-secondary credential. • Career & college awareness