

Idaho Workplace Skills for Career Readiness Standards Crosswalk

DOMAIN 1.0: DEMONSTRATE WORKPLACE SKILLS FOR CAREER READINESS

2016 Adoption

2021 Proposed Changes

PERFORMANCE STANDARD 1.1 DEMONSTRATE PERSONAL QUALITIES AND PEOPLE SKILLS	PERFORMANCE STANDARD 1.1 DEMONSTRATE PERSONAL QUALITIES AND ABILITIES
1.1.1 Demonstrate a positive work ethic by coming to work every day on time, a willingness to take direction, and motivation to accomplish the task at hand	Moved to 1.1.5 Demonstrate work ethic by consistently working to the best of one's ability being diligent, dependable, and accountable for one's actions
1.1.2 Demonstrate integrity by abiding by workplace policies and laws and demonstrating honesty and reliability	Moved to 1.1.4 Demonstrate integrity by complying with laws, procedures, and workplace policies; demonstrating honesty, fairness, and respect
1.1.3 Demonstrate teamwork skills by contributing to the success of the team, assisting others, and requesting help when needed	Moved to 1.2.5 Demonstrate teamwork by sharing responsibility for collaborative work and respecting the thoughts, opinions, and contributions of other team members
1.1.4 Demonstrate positive self-representation skills by dressing appropriately and using language and manners suitable for the workplace	Moved to 1.3.10 Demonstrate professionalism by meeting organizational expectations regarding work schedule, behavior, appearance, and communication
1.1.5 Demonstrate diversity awareness by working well with all customers and co-workers	Moved to 1.2.4 Demonstrate respect for diversity by valuing individual differences and working collaboratively with people of diverse backgrounds, viewpoints, and experiences
1.1.6 Demonstrate conflict-resolution skills by negotiating diplomatic solutions to interpersonal and workplace issues	Moved to 1.2.1 Demonstrate conflict-resolution by negotiating diplomatic solutions to interpersonal and workplace issues
1.1.7 Demonstrate creativity and resourcefulness by contributing new ideas and working with initiative	Moved to 1.1.1 Demonstrate creativity and innovation by employing originality, inventiveness, and resourcefulness in the workplace
	New Standard 1.1.3 Demonstrate initiative and self-direction by independently looking for ways to improve the workplace and accomplish tasks

PERFORMANCE STANDARD 1.2 DEMONSTRATE PROFESSIONAL KNOWLEDGE AND SKILLS	PERFORMANCE STANDARD 1.2 DEMONSTRATE INTERPERSONAL SKILLS
1.2.1 Demonstrate effective speaking and listening skills by communicating effectively with customers and employees and following directions	Moved to 1.2.3 Demonstrate listening and speaking by listening attentively and asking questions to clarify meaning; articulating ideas clearly in a manner appropriate for the setting and audience
1.2.2 Demonstrate effective reading and writing skills by reading and interpreting workplace documents and writing clearly	Moved to 1.3.11 Demonstrate reading and writing skills by reading and interpreting workplace documents and writing effectively
1.2.3 Demonstrate critical-thinking and problem-solving skills by analyzing and resolving problems that arise in completing assigned tasks	Moved to 1.1.2 Demonstrate critical-thinking and problem-solving by using sound reasoning to analyze problems, evaluating potential solutions, and implementing effective courses of action
1.2.4 Demonstrate healthy behaviors and safety skills by following safety guidelines and managing personal health	Moved to 1.3.12 Demonstrate workplace safety by maintaining a safe work environment through adherence to safety guidelines and identifying risks to self and others
1.2.5 Demonstrate understanding of workplace organizations, systems, and climates by identifying “big picture” issues and fulfilling the mission of the workplace	Moved to 1.3.1 Demonstrate big picture thinking by understanding one’s role in fulfilling the mission of the workplace and considering the social, economic, and environmental impacts of one’s actions
1.2.6 Demonstrate lifelong-learning skills by continually acquiring new industry-related information and improving professional skills	Moved to 1.3.3 Demonstrate continuous learning and adaptability by accepting constructive feedback and being open to new ideas and ways of doing things; continuously develop professional skills and knowledge to adjust to changing requirements
1.2.7 Demonstrate job acquisition and advancement skills by preparing to apply for a job and seeking promotion	Moved to 1.3.2 Demonstrate career and life management by planning, implementing, and managing personal and professional development goals related to education, career, finances, and health
1.2.8 Demonstrate time, task, and resource management skills by organizing and implementing a productive plan of work	Moved to 1.3.4 Demonstrate efficiency and productivity by planning, prioritizing, and adapting work goals to manage time and resources effectively
1.2.9 Demonstrate mathematical skills by using mathematical reasoning to accomplish tasks	Moved to 1.3.9 Demonstrate the application of mathematical skills to complete tasks as necessary
1.2.10 Demonstrate customer service skills by identifying and addressing the needs of all customers and providing helpful, courteous, and knowledgeable service	Moved to 1.2.2 Demonstrate customer service by anticipating and addressing the needs of customers and coworkers; providing thoughtful, courteous, and knowledgeable service

PERFORMANCE STANDARD 1.3 DEMONSTRATE TECHNOLOGY KNOWLEDGE AND SKILLS	PERFORMANCE STANDARD 1.3 DEMONSTRATE PROFESSIONAL COMPETENCIES
1.3.1 Demonstrate proficiency with job-specific technologies by selecting and safely using technological resources to accomplish work responsibilities in a productive manner	Combined with 1.3.4 & moved to 1.3.8 Demonstrate job-specific tools and technologies by properly selecting and safely using industry-specific technologies, tools, and machines to complete job tasks effectively
1.3.2 Demonstrate proficiency with information technology by using computers, file management techniques, and software/programs effectively	Moved to 1.3.7 Demonstrate information technology by maintaining a working knowledge of devices, resources, hardware, software, systems, services, applications, and IT conventions
1.3.3 Demonstrate proper Internet use and security by using the Internet appropriately for work	Moved to 1.3.6 Demonstrate information security including basic internet use and email safety by following workplace protocols to maintain the security of information, computers, networks, and facilities
1.3.4 Demonstrate proficiency with telecommunications by selecting and using appropriate devices, services, and applications	Combined with 1.3.1 & moved to 1.3.8 Demonstrate job-specific tools and technologies by selecting and safely using industry-specific technologies, tools, and machines to complete job tasks effectively
	New Standard 1.3.5 Demonstrate information literacy by locating information efficiently, evaluating the credibility and relevance of sources and facts, and using information effectively to accomplish work-related tasks

References

Crespin, K. P., Holzman, S., Muldoon, A., & Sen, S. (2019). Framework for the Future: Workplace Readiness Skills in Virginia. Charlottesville, VA: University of Virginia, Weldon Cooper Center for Public Service, Demographics Research Group.