

# TOOLS

## SCANS Skills Assessment

Student Name \_\_\_\_\_

Date \_\_\_\_\_

This SCANS<sup>1</sup> *Skills Self-Assessment* lists the individual skills and talents that employers value. Read the list and assess your own strengths. Mark each box that best describes your level of skill.

BASIC SKILLS				
<i>You can read, write, speak and listen well. You know your arithmetic.</i>				
	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Speaking</b>	<input type="checkbox"/> Learning to speak clearly, audibly and courteously.	<input type="checkbox"/> Speak clearly and use language appropriate to the environment.	<input type="checkbox"/> Express complex ideas in an organized and concise manner.	<input type="checkbox"/> Present effectively to a group using well-organized format, concise language and clear enunciation.
<b>Listening</b>	<input type="checkbox"/> Developing listening skills; working to make eye contact and confirm understanding.	<input type="checkbox"/> Listen attentively; make eye contact; repeat instruction to confirm understanding.	<input type="checkbox"/> Listen attentively and demonstrate understanding through relevant responses and questions.	<input type="checkbox"/> Retain complex information over time and apply it to later work.
<b>Reading</b>	<input type="checkbox"/> Read written directions and workplace documents with assistance.	<input type="checkbox"/> Read written directions and workplace documents independently.	<input type="checkbox"/> Read and understand written materials, including technical documents, independently; ask questions where appropriate.	<input type="checkbox"/> Read complex written materials and execute related tasks independently.
<b>Writing</b>	<input type="checkbox"/> Learning to write clearly with correct grammar.	<input type="checkbox"/> Write information in clear, logical, legible and grammatically correct manner.	<input type="checkbox"/> Write clearly using work-related terminology.	<input type="checkbox"/> Write and develop professional material such as newsletters and marketing brochures.
<b>Mathematics</b>	<input type="checkbox"/> Able to perform basic computation with supervision.	<input type="checkbox"/> Able to perform basic computation independently.	<input type="checkbox"/> Able to interpret and apply basic computations and uses tables, graphs, diagrams and charts as needed.	<input type="checkbox"/> Able to construct, apply and present logical applications for mathematics using tables, graphs, diagrams or charts.

<sup>1</sup>SCANS is an acronym for the Secretary's Commission on Achieving Necessary Skills, which created The SCANS Report for America 2000, issued by the U.S. Department of Labor, April 1992. The report defines a set of skills and competencies necessary for success in the workplace.

# TOOLS *(continued)*

## SCANS Skills Assessment

### THINKING SKILLS

*You can think creatively. You can make decisions and solve problems. You know how to learn.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Combining Ideas or Information in New Ways</b>	<input type="checkbox"/> Make connections with help from supervisor.	<input type="checkbox"/> Make connections with occasional help from supervisor.	<input type="checkbox"/> Make connections independently.	<input type="checkbox"/> Generate new ideas. Think abstractly.
<b>Making Decisions</b>	<input type="checkbox"/> Make decisions with help from supervisor.	<input type="checkbox"/> Make decisions with occasional help from supervisor.	<input type="checkbox"/> Make decisions independently.	<input type="checkbox"/> Make multiple decisions, weighing risks and benefits to organization.
<b>Exercising Leadership to Identify and Solve Problems</b>	<input type="checkbox"/> Identify problems with help from supervisor.	<input type="checkbox"/> Identify and solve problems independently.	<input type="checkbox"/> Explore cause of problems and options with team when solving problems.	<input type="checkbox"/> Demonstrate leadership, develop creative solutions and system change, including preventive action.

### FOUNDATION SKILL: Personal Qualities

*You can take personal responsibility. You think highly of yourself. You are also honest.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Attendance and Appearance</b>	<input type="checkbox"/> Maintain consistent attendance, punctuality and appropriate dress with supervision.	<input type="checkbox"/> Demonstrate understanding of appropriate workplace appearance, attendance and punctuality.	<input type="checkbox"/> A model of excellent attendance and dress; attend events beyond those required.	<input type="checkbox"/> Represent the organization at meetings and events.
<b>Self-Management</b>	<input type="checkbox"/> Complete tasks and projects as assigned with supervision.	<input type="checkbox"/> Complete tasks and projects as assigned.	<input type="checkbox"/> Initiate and complete projects independently.	<input type="checkbox"/> Deliver high-quality results on schedule.
<b>Accepting Direction and Criticism</b>	<input type="checkbox"/> Learning to accept direction.	<input type="checkbox"/> Accept direction with positive attitude.	<input type="checkbox"/> Accept constructive criticism with positive attitude.	<input type="checkbox"/> Accept and apply constructive criticism to improve performance.
<b>Integrity, Honesty, and Confidentiality</b>	<input type="checkbox"/> Maintain appropriate confidentiality with supervision.	<input type="checkbox"/> Maintain appropriate confidentiality with occasional supervision.	<input type="checkbox"/> Can be trusted. Demonstrate integrity and understand why certain information must remain confidential.	<input type="checkbox"/> Model good discretion and honesty for others.

# TOOLS *(continued)*

## SCANS Skills Assessment

### COMPETENCY: Resource Management

*Time, money and materials are resources. You can manage them well.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Manages Time</b>	<input type="checkbox"/> Meet assigned deadlines with supervision.	<input type="checkbox"/> Meet assigned deadlines independently.	<input type="checkbox"/> Set priorities and deadlines independently.	<input type="checkbox"/> Manage multiple tasks and projects effectively.
<b>Manages Money</b>	<input type="checkbox"/> Manage established program budget with supervision.	<input type="checkbox"/> Manage established program budget independently.	<input type="checkbox"/> Help establish project budget and operate effectively within it.	<input type="checkbox"/> Determine and manage budget efficiently.

### COMPETENCY: Interpersonal Skills

*You can work well with others.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Interacting with Coworkers</b>	<input type="checkbox"/> Developing basic interaction skills. Respond when others initiate conversations.	<input type="checkbox"/> Interact appropriately in social settings.	<input type="checkbox"/> Initiate positive interactions with coworkers and participate constructively as part of a team.	<input type="checkbox"/> Lead teams of coworkers to complete projects in an effective and timely manner.
<b>Interacting with Customers</b>	<input type="checkbox"/> Developing skills necessary to deal with difficult customers/clients and situations.	<input type="checkbox"/> Appropriately request assistance when dealing with difficult customers/clients and situations.	<input type="checkbox"/> Resolve customer/client problems independently where appropriate.	<input type="checkbox"/> Proactively handle stress of difficult customers/clients and situations.
<b>Clients Respecting Diversity</b>	<input type="checkbox"/> Developing an understanding of diversity.	<input type="checkbox"/> Understand diversities and similarities.	<input type="checkbox"/> Demonstrate ability to work with people different from myself.	<input type="checkbox"/> Seek out opportunities to work with people different from myself.

### COMPETENCY: Information Management

*You can find, interpret and communicate information. You can organize and maintain files. You can also use a computer and process information.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Collecting and Organizing Information</b>	<input type="checkbox"/> Developing ability to collect and organize information and materials needed for a task.	<input type="checkbox"/> Effectively compile information and resources in a clear, logical and legible manner.	<input type="checkbox"/> Effectively organize and evaluate the relevance and accuracy of information.	<input type="checkbox"/> Identify and obtain missing information based on mastery of subject.
<b>Interprets and Communicates Information</b>	<input type="checkbox"/> Able to select pertinent information with occasional assistance.	<input type="checkbox"/> Analyze information in an organized manner.	<input type="checkbox"/> Effectively organize information and communicate results in a concise manner.	<input type="checkbox"/> Present effectively to a group using a well-organized format, concise language and clear enunciation.

# TOOLS *(continued)*

## SCANS Skills Assessment

### COMPETENCY: Systems

*A system is the way things are done or organized. You understand social and business systems. You can check and correct your own business performance. You can make suggestions on how to improve the way things are done.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Understanding the Structure and Dynamics of the Entire Organization</b>	<input type="checkbox"/> Am aware of my role within the department.	<input type="checkbox"/> Demonstrate working knowledge of the department's role in the organization and how it relates to other departments.	<input type="checkbox"/> Understand and negotiate the communication and workflow between departments.	<input type="checkbox"/> Understand the role of the organization in the industry and the economy.
<b>Recognizing Health and Safety Issues</b>	<input type="checkbox"/> Practice appropriate health and safety protocol at the workplace with assistance.	<input type="checkbox"/> Practice appropriate health and safety protocol independently and recognize their importance. Report emergencies in an appropriate manner.	<input type="checkbox"/> Understand the implication of health and safety principles and apply them to new situations.	<input type="checkbox"/> Model good health and safety practices and help others to understand their importance.
<b>Understanding Personnel Policy and Relevant Labor Laws</b>	<input type="checkbox"/> Developing an understanding of personnel policy and, where appropriate, relevant labor laws.	<input type="checkbox"/> Understand personnel policy and, where appropriate, relevant labor laws.	<input type="checkbox"/> Adhere to personnel policy and understand its impact on individuals.	<input type="checkbox"/> Understand personnel policy and its impact on the organization; contribute to a positive work culture.

### COMPETENCY: Technology

*You can find and use the right tools for the job.*

	<b>1 Needs Development</b>	<b>2 Competent</b>	<b>3 Proficient</b>	<b>4 Advanced</b>
<b>Selecting Tools and Procedures</b>	<input type="checkbox"/> Able to use procedures, tools and machines with supervision.	<input type="checkbox"/> Able to use procedures, tools and machines with occasional supervision.	<input type="checkbox"/> Able to use procedures, tools and machines without supervision.	<input type="checkbox"/> Able to determine which procedures, tools and machines to use at appropriate times.
<b>Applying Technology to Task</b>	<input type="checkbox"/> Can identify a problem as it relates to technology with supervision.	<input type="checkbox"/> Can identify a problem as it relates to technology without supervision.	<input type="checkbox"/> Identify appropriate technology and use it to prevent problems.	<input type="checkbox"/> Use technology appropriately to identify, prevent and solve problems.