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| **JOB SEARCH**  Search engines, job listing services, newspapers & help wanted signs are all relevant job search locations. Determining what a job is, if it complements a learner’s interests/skills, proximity to home, etc. are covered. | **SUPPORT PERSONNEL**  Assessment of learner participation in employment activities centered on caring for the very young/old. Helping staff move and operate equipment, serve snacks and drinks and participate and monitor children or residents are assessed. |
| **INTERVIEW**  Interview skills such as knowledge of company, stating experience, showing active listening skills, ability to answer/ask questions, etc. are covered. Arranging an interview and practicing skills in mock interview are also covered. | **OFFICE SKILLS**  Skills assessed in this section include the use of basic office machines and tools such as staplers, pens, paper clips, etc. Printing, copying, scanning, faxing and troubleshooting are also assessed as well as sorting and filing. Also includes social interactions in the office. |
| **BASIC SKILLS**  Hygiene, dress, manners, compliance, dependability, trustworthiness, learning new skills quickly and other required workplace skills are assessed in this section. | **COMPUTER SKILLS**  This section assesses basic computer skills & operation along with common software familiarity & use of spreadsheets and word processing applications. Safety and security issues are also assessed. |
| **COWORKER RELATIONS**  Recognizing workplace hierarchy, identifying supervisors, dealing with workplace conflict, describing roles, complying with work demands, responding to feedback and other interactional skills are evaluated in this section. | **RESTAURANT SKILLS**  Skills related to bussing tables, washing dishes, waiting tables, hosting tables and daily upkeep routines are areas that are assessed in this section. |
| **WORKPLACE SAFETY**  This section assesses the learner’s ability to recognize, avoid, or respond to safety issues related to heat, cold, heights, moving vehicles, flammable liquids, toxic substances, fumes, sharp items, & moving machinery. | **RESTAURANT KITCHEN**  This section assesses the aspects of restaurant employment that center around actual food preparation and creation. Roles in restaurants include planning, preparing cooking and storing food and safety. |
| **FIXED ACTIVITY SKILLS**  This section includes the assessment of skills such as folding, collating or inserting paper products. Also covered are assembly tasks such as placing items into small bags or boxes for distribution and binding tasks. | **WAREHOUSE**  Issues and skills related to boxes in a warehouse are assessed in this section. This includes picking up packages, packing boxes, shipping packages, finding the location in a warehouse, inventory management & using forklifts and transportation for inventory. |
| **CUSTODIAL AND CLEANING**  Maintenance, repairs & daily upkeep of offices, bathrooms and hotel rooms are covered. Also advanced skills such as privacy, confidentiality & locked storage areas are assessed along with security. | **TOOLS**  Tool usage is required in many of the building, construction, landscaping and related fields. This section assesses the learner’s ability to use a wide variety of common hand and power tools. |
| **LAUNDRY**  This section assesses the skills of sorting and determining what/how to wash, the use of washing machines and dryers along with removing and folding clothes or bedding. | **TRADES & CONSTRUCTION**  General hand tool use, power tool use, lifting, carrying & other common skills are assessed first. The other sections include drywall, painting, roofing, electricity, plumbing, carpeting and automotive skills. |
| **RETAIL**  Behind the scenes skills such as stocking items, unpacking items, inventory control, receiving inventory, hanging up clothes and more are assessed. Cash register skills, customer interactions, problem solving and responding to customer inquiries are included. | **LANDSCAPING**  Caring for plants, gardening, removing garden waste, using hand tools, using power tools & lawn maintenance skills are assessed. Fertilizer use, pesticide use and safety, mowing and caring for lawns are included. |

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