



A partner in **CTWORKS**
Our Workforce Excellence

Career Connections (Tier IV)

Career Competency Self Assessment and Job Seeking Portfolio



Competencies Assessment Key

Just Beginning 1 pt.	Needs Development 2 pts.	Competent 3 pts.
Has no knowledge of the skill, objective or behavior indicated. Demonstrates only minimal level of aptitude in the competencies required for this tier level.	Beginning to display knowledge of the skill, objective, or behavior indicated. Demonstrates a moderate level of aptitude in the competencies required for this tier level.	Consistently displays the skill, objective, or behavior indicated. Able to demonstrate competencies required for this Tier Level and able to progress to the next tier level.

Career Connections (Tier IV) Career Competency Self Assessment




TIER IV: CAREER COMPETENCIES¹		<i>Just Beginning 1 pt.</i>	<i>Needs Development 2 pts.</i>	<i>Competent 3 pts.</i>
Basic Skills: Reading, Math, Oral and Written Communication	1st review			
	2nd review			
	3rd review			
Computer Literacy	1st review			
	2nd review			
	3rd review			
Customer Service	1st review			
	2nd review			
	3rd review			
Problem Solving and Decision Making Skills	1st review			
	2nd review			
	3rd review			
Interpersonal	1st review			
	2nd review			
	3rd review			
Personal Qualities	1st review			
	2nd review			
	3rd review			

Questions for Self-Assessment:

1. After reviewing the CWP Career Competencies, which specific competencies do you need to work on?
2. What is your plan, including timeline, for working on these competencies?
3. Do you have someone to help you in developing your plan? If not, how will you find someone?

¹ Please refer to the complete list of CWP Career Competencies during the self-assessment. Refer to the list to define any specific competency development needs and record those here.

Career Connections (Tier IV) Job Seeking Portfolio Checklist

TIER IV: THE JOB SEEKING PORTFOLIO SHOULD INCLUDE:		<i>Just Beginning</i> 	<i>Needs Development</i> 	<i>Competent</i> 
An up-to-date, accurate resume including accurate spelling, grammar, and action words	1st review			
	2nd review			
	3rd review			
Appropriate email name and phone voice message	1st review			
	2nd review			
	3rd review			
A sample cover letter	1st review			
	2nd review			
	3rd review			
List of up-to-date professional references including at least one from work experience obtained through internship (paid or unpaid) or a job.	1st review			
	2nd review			
	3rd review			
“Dress for Success” Interview clothing	1st review			
	2nd review			
	3rd review			
A completed hardcopy <i>and</i> online job application printed out	1st review			
	2nd review			
	3rd review			
Evidence of participation in interviewing exercises including copy of critique(s) and a sample list of appropriate questions	1st review			
	2nd review			
	3rd review			
Proof of education attainment (diploma, certificates, etc.) or other notable achievements	1st review			
	2nd review			
	3rd review			

<p>1st review</p> <p>Date: _____</p>	<p>Student Signature: _____</p> <p>Instructor/Facilitator Signature _____</p>
<p>2nd review</p> <p>Date: _____</p>	<p>Student Signature: _____</p> <p>Instructor/Facilitator Signature _____</p>
<p>3rd review</p> <p>Date: _____</p>	<p>Student Signature: _____</p> <p>Instructor/Facilitator Signature _____</p>



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