Communications

Statement: Comprehend the use of reading strategies to learn meaning, technical concepts, vocabulary, and to bring together information needed for a particular situation.

Performance Element: Select and use the reading strategy or strategies (e.g., skimming, reading for detail, reading for meaning and critical analysis) needed to fully comprehend a written document.

Measurement Criteria: Summarize overall purpose of text.
Measurement Criteria: Identify key technical concepts and vocabulary.
Measurement Criteria: Identify complexities and discrepancies.
Measurement Criteria: Determine relevance, accuracy and appropriateness for a given purpose.

Performance Element: Interpret, transcribe, and communicate information, data, and observations from a written document for use in an actual situation.

Measurement Criteria: Explain meaning of new terms, vocabulary and concepts.
Measurement Criteria: Interpret technical materials.
Measurement Criteria: Summarize overall meaning of text.
Measurement Criteria: Write specific steps for applying information learned to task or new situation.
Measurement Criteria: Share information from text with others and show how it can be applied to a particular task or new situation.

Statement: Locate, organize, and document written information from various sources needed by co-workers and clients/participants.

Performance Element: Locate written information needed by co-workers and clients/participants.

Measurement Criteria: Conduct search of information on topic using card catalog, keywords, and/or search engines.
Measurement Criteria: Locate variety of resources such as books, journals, and electronic forms including the Internet.
Measurement Criteria: Organize resources to share key information.

Performance Element: Organize information for use in written and oral communications.

Measurement Criteria: Read and take notes from selected resources.
Measurement Criteria: Prepare outline that emphasizes major points with supporting data.
Measurement Criteria: Present information in organized, easy-to-follow manner.

Performance Element: Document the source and proper reference for written information.

Measurement Criteria: Prepare a bibliography using the style prevalent in a given manufacturing situation.
Measurement Criteria: Use parenthetical, footnotes and endnotes text citations accurately.
Measurement Criteria: Follow plagiarism and copyright rules and regulations.

Statement: Use correct grammar, punctuation and terminology to write and edit documents.

Performance Element: Write documents with more than one paragraph to be clear, succinct, and accurate.
Cluster Knowledge and Skill Statement

**Performance Element:** Use knowledge of audience and their need to prepare written documents.

- **Measurement Criteria:** Organize and arrange information for effective coherence.
- **Measurement Criteria:** Report relevant information in order of occurrence.
- **Measurement Criteria:** Interpret information, data, and observations correctly.
- **Measurement Criteria:** Present main ideas and supporting facts.

**Performance Element:** Use correct grammar, spelling, punctuation and capitalization to prepare written documents.

- **Measurement Criteria:** Use technical terms and concepts.
- **Measurement Criteria:** Incorporate and use references effectively and accurately.
- **Measurement Criteria:** Report objective and/or subjective information.

**Performance Element:** Use computer skills to design and develop written and supporting material.

- **Measurement Criteria:** Use word processing software to develop text, charts, graphs or figures correctly.
- **Measurement Criteria:** Use presentation software to prepare visual support materials.
- **Measurement Criteria:** Format written documents with correct font and layout for easy reading.

**Statement:** Develop and deliver formal and informal presentations using appropriate media to engage and inform audiences.

**Performance Element:** Prepare oral presentation to provide information for intended purpose and audience.

- **Measurement Criteria:** Know subject matter well enough to be independent of written aids.
- **Measurement Criteria:** Identify characteristics of the audience and adjust to their ability to understand.
- **Measurement Criteria:** Use technical terms and concepts correctly.
- **Measurement Criteria:** Use proper organization and structure to achieve coherence of major points.

**Performance Element:** Identify and prepare support materials to accompany oral presentation.

- **Measurement Criteria:** Identify media and visual aids appropriate to understanding of topic.
- **Measurement Criteria:** Prepare visual aids and support materials for easy viewing and without error.
- **Measurement Criteria:** Operate any equipment used with support materials smoothly and efficiently.
- **Measurement Criteria:** Adhere to basic visual communication principles.
- **Measurement Criteria:** Rehearse presentation as needed.
Performance Element: Deliver presentation to sustain listener’s attention and interest.

Measurement Criteria: Deliver presentation without grammatical error.
Measurement Criteria: Speak clearly with appropriate volume, rate and gestures while making and maintaining appropriate eye contact.
Measurement Criteria: Use support materials in the presentation that enhance the understanding of the topic and the interest level of the audience.
Measurement Criteria: Stay within presentation time parameters.
Measurement Criteria: Evaluate listeners’ interest and receptiveness.
Measurement Criteria: Use verbal and nonverbal feedback strategies to engage discussion and adjust message and delivery.
Measurement Criteria: Respond to questions and comments on presentation.

Statement: Interpret verbal and nonverbal behaviors to enhance communication with co-workers and clients/participants.

Performance Element: Interpret verbal behaviors to enhance communication.

Measurement Criteria: Identify verbal cues (e.g., voice speed, voice quality and tone).
Measurement Criteria: Explain how verbal cues conveyed the message.

Performance Element: Interpret nonverbal behaviors to enhance communication.

Measurement Criteria: Identify nonverbal cues (e.g., eye contact, facial expressions, posture, gestures and other body language).
Measurement Criteria: Explain the message(s) conveyed by nonverbal cues.

Statement: Apply active listening skills to obtain and clarify information.

Performance Element: Interpret message/information given to clarify information.

Measurement Criteria: Determine familiarity of discussion.
Measurement Criteria: Respond accordingly using appropriate verbal and non-verbal language.
Measurement Criteria: Explain the message given in your own words.

Performance Element: Respond with restatement and clarification techniques to clarify information.

Measurement Criteria: Ask questions to seek or confirm understanding.
Measurement Criteria: Paraphrase and/or repeat information.
Measurement Criteria: Follow directions and/or respond in a positive way with clear, concise comments.

Statement: Interpret and use information in tables, charts, and figures to support written and oral communications.

Performance Element: Interpret information found in tables, charts, and figures to support written and oral communications.

Measurement Criteria: Compile facts and arrange in an organized manner for a table, chart or figure.
Measurement Criteria: Document sources of data.
Measurement Criteria: Determine most appropriate way to display data for effective coherence.
Measurement Criteria: Prepare table, chart, graph or figure for inclusion in publication or presentation.
Performance Element: Use tables, charts and figures to support written and oral communication.

**Measurement Criteria:** Evaluate reference or source of data for authenticity and reliability.

**Measurement Criteria:** Explain information presented in tables, charts and figures.

**Measurement Criteria:** Prepare written summary of findings expressed in tables, charts and figures.
Cluster Knowledge and Skill Statement

Manufacturing

Problem Solving and Critical Thinking

Statement: Formulate solutions to problems using critical thinking skills while working independently and/or in teams.

Performance Element: Describe the value of using problem-solving and critical thinking skills to improve a situation or process.

Measurement Criteria: Define problem-solving methods accepted in the manufacturing industry.

Measurement Criteria: Explain how using a defined problem solving system can improve a situation or process and benefit all parties involved.

Performance Element: Prepare ideas, proposals, and solutions to problems using concrete terms.

Measurement Criteria: Clarify the problems or issues to be addressed and the objectives.

Measurement Criteria: Identify constraints and parameters.

Measurement Criteria: Obtain and analyze available information.

Measurement Criteria: Generate alternative ideas, proposals, and solutions that appear useful in solving the problem.

Measurement Criteria: Evaluate alternative solutions by using information and data from a variety of sources and separating the irrelevant from the relevant.

Measurement Criteria: Identify the best solution based on risks related to costs, schedules, and quality.

Measurement Criteria: Use the logic and rationale for the solution to present the solution.

Performance Element: Analyze and evaluate ideas, proposals, and solutions to problems.

Measurement Criteria: Confirm definition of problem and objectives.

Measurement Criteria: Confirm constraints and parameters.

Measurement Criteria: Evaluate the underlying assumptions.

Measurement Criteria: Evaluate the quality of information used, the analysis of data used to support the solution.

Measurement Criteria: Evaluate the logic and reasoning used to develop the solution.

Measurement Criteria: Evaluate the risks, costs, and benefits of testing and implementing the solution.

Performance Element: Develop solution to performance problems using a structured problem-solving process.

Measurement Criteria: Describe the problem completely and accurately using data and graphs and charts.

Measurement Criteria: Develop and present a comprehensive mapping of potential root and indirect causes (e.g. fishbone diagrams).

Measurement Criteria: Identify and evaluate alternative solutions.

Measurement Criteria: Test and evaluate best solutions.

Measurement Criteria: Develop plans to fully implement solutions to address performance problem.
Cluster Knowledge and Skill Statement

Information Technology Applications

Statement: Use Personal information Management (PIM)/ Productivity applications.

Performance Element: Manage personal schedule and contact information.
  Measurement Criteria: Create prioritized-tasks (to-do) list.
  Measurement Criteria: Manage daily/weekly/monthly schedule using applications.
  Measurement Criteria: Manage personal and professional contact information.

Performance Element: Create memos and notes.
  Measurement Criteria: Create reminder for oneself.
  Measurement Criteria: Create and send notes, informal memos, and reminder using PIM applications.

Statement: Use electronic mail applications.

Performance Element: Use email to communicate within and across organizations.
  Measurement Criteria: Access email system using login and password functions.
  Measurement Criteria: Access email messages received.
  Measurement Criteria: Create email messages in accordance with established business standards (e.g., grammar, word usage, spelling, sentence structure, clarity, email etiquette).
  Measurement Criteria: Send email messages.

Performance Element: Use email to share files and documents.
  Measurement Criteria: Attach documents to messages.
  Measurement Criteria: Save email messages/attachments.
  Measurement Criteria: Demonstrate knowledge of contamination protection strategies for email.

Statement: Use Internet Applications.

Performance Element: Search for information and resources.
  Measurement Criteria: Select search engine(s) to use.
  Measurement Criteria: Select appropriate search procedures and approaches.
  Measurement Criteria: Locate information using search engine(s) and Boolean logic.
  Measurement Criteria: Navigate web sites using software functions.

Performance Element: Access and evaluate Internet resources.
  Measurement Criteria: Access business and technical information using the Internet.
  Measurement Criteria: Access commercial, government, and education resources.
  Measurement Criteria: Evaluate Internet resources (e.g., accuracy of information).

Statement: Use writing/publishing applications.

Performance Element: Prepare simple documents and other business communications.
  Measurement Criteria: Retrieve existing documents.
  Measurement Criteria: Create documents (e.g., letters, memos, reports) using existing forms and templates.
  Measurement Criteria: Safeguard documents using name and save functions.
  Measurement Criteria: Format text using basic formatting functions.
  Measurement Criteria: Employ word processing utility tools (e.g., spell checker, grammar checker, thesaurus).
Cluster Knowledge and Skill Statement

Performance Element: Prepare reports and other business communications, integrating graphics and other non-text elements.

Measurement Criteria: Use advanced formatting features (e.g., headers/footers/dropped caps, indexing).

Measurement Criteria: Place graphics and tables in document.

Measurement Criteria: Enhance publications using different fonts, styles, attributes, justification, etc.

Measurement Criteria: Enhance publications using paint/draw functions.

Performance Element: Prepare complex publications.

Measurement Criteria: Create new word processing forms, style sheets, and templates.

Measurement Criteria: Prepare publications using desktop publishing software.

Measurement Criteria: Format new desktop publishing files.

Measurement Criteria: Output desktop publishing files.

Statement: Use presentation applications.

Performance Element: Prepare presentations for training, sales, and information sharing.

Measurement Criteria: Create computer presentations and handouts in accordance with basic principles of graphics design and visual communication.

Measurement Criteria: Insert graphic elements (e.g., graph, clip art, table) in a slide.

Measurement Criteria: Edit presentations.

Performance Element: Deliver presentations with supporting materials.

Measurement Criteria: Identify hardware items that support presentation software (e.g., scanners, digital cameras, printers, and projection systems).

Measurement Criteria: Print a single slide, an entire presentation, an outline, and notes.

Measurement Criteria: Run slide shows manually and automatically.

Statement: Use spreadsheet applications.

Performance Element: Create a spreadsheet.

Measurement Criteria: Create a spreadsheet.

Measurement Criteria: Retrieve existing spreadsheets.

Measurement Criteria: Edit spreadsheets.

Measurement Criteria: Save spreadsheets.

Measurement Criteria: Print spread sheets.

Performance Element: Perform calculations and analysis on data.

Measurement Criteria: Group worksheets.

Measurement Criteria: Create charts and graphs from spreadsheets.

Measurement Criteria: Perform calculations using simple formulas.


Statement: Use database applications.

Performance Element: Manipulate data elements.

Measurement Criteria: Enter data using a form.

Measurement Criteria: Locate/replace data using search and replace functions.

Measurement Criteria: Process data using database functions (e.g., structure, format, attributes, relationships, keys).
Cluster Knowledge and Skill Statement

Performance Element: Manage, analyze, and report on interrelated data elements.

Measurement Criteria: Search a database table to locate records.
Measurement Criteria: Sort data using single- and multiple-field sorts.
Measurement Criteria: Perform single-and multiple-table queries (e.g., create, run, save).
Measurement Criteria: Print forms, reports, and results of queries.
Measurement Criteria: Verify accuracy of output.

Statement: Use collaborative/groupware applications.

Performance Element: Facilitate group work through management of shared schedule and contact information.

Measurement Criteria: Manage daily/weekly/monthly schedule using applications.
Measurement Criteria: Maintain shared database of contact information.

Statement: Use computer operations applications.

Performance Element: Manage computer operations.

Measurement Criteria: Apply basic commands of operating system software.
Measurement Criteria: Employ desktop operating skills.

Performance Element: Manage file storage.

Measurement Criteria: Apply appropriate file and disk management techniques.
Measurement Criteria: Differentiate between files and directories.
Measurement Criteria: Determine file organization.
Measurement Criteria: Demonstrate knowledge of the system utilities used for file management.

Performance Element: Compress or alter files.

Measurement Criteria: Convert file formats.
Measurement Criteria: Convert existing files.

Statement: Use computer-based equipment (containing embedded computers or processors used to control electromechanical devices).

Performance Element: Operate computer driven equipment and machines.

Measurement Criteria: Secure needed supplies and resources.
Measurement Criteria: Follow power-up and log-on procedures.
Measurement Criteria: Interact with/respond to system messages using console device.
Measurement Criteria: Run applications/jobs in accordance with processing procedures.
Measurement Criteria: Follow log-off and power-down procedure(s).

Performance Element: Use installation and operation manuals.

Cluster Knowledge and Skill Statement

Performance Element: Troubleshoot computer driven equipment and machines and access support as needed.

**Measurement Criteria:** Test system using diagnostic tools/software.

**Measurement Criteria:** Repair/replace malfunctioning plug and play hardware.

**Measurement Criteria:** Reinstall software as needed.

**Measurement Criteria:** Recover data and/or files.

**Measurement Criteria:** Restore system to normal operating standards.
Cluster Knowledge and Skill Statement

**Manufacturing Systems**

**Statement:** Demonstrate knowledge of how manufacturing businesses operate.

**Performance Element:** Explain the role and major functions of manufacturing businesses.

- **Measurement Criteria:** Explain the importance of manufacturing to society.
- **Measurement Criteria:** Identify the mission, major internal functions and structure of manufacturing businesses.
- **Measurement Criteria:** Identify the customers, suppliers, and stakeholders of manufacturing businesses, their roles, and how they relate.
- **Measurement Criteria:** Explain the major competitive challenges faced by the manufacturing businesses.
- **Measurement Criteria:** Identify and describe types of manufacturing systems.
- **Measurement Criteria:** Analyze current trends in manufacturing systems.

**Performance Element:** Explain how manufacturing businesses manage performance.

- **Measurement Criteria:** Explain how financial performance is measured.
- **Measurement Criteria:** Explain how market performance is gauged.
- **Measurement Criteria:** Explain how service and internal operations performance is determined.
- **Measurement Criteria:** Explain how compliance and performance related to health, safety, and environment are evaluated.

**Performance Element:** Explain how changes outside the manufacturing business impact the manufacturing business.

- **Measurement Criteria:** Explain the impact of economic changes.
- **Measurement Criteria:** Explain the impact of social changes.
- **Measurement Criteria:** Explain the impact of technology changes.

**Performance Element:** Explain the role of risk management in reducing risks and improving performance in manufacturing businesses.

- **Measurement Criteria:** Explain the objectives of risk management programs.
- **Measurement Criteria:** Explain the major types of loss exposure for manufacturing businesses.
- **Measurement Criteria:** Explain the approaches for managing organizational risks.

**Performance Element:** Explain the roles and functions of government in regulating and supporting manufacturing businesses.

- **Measurement Criteria:** Explain the roles in regulating domestic operations.
- **Measurement Criteria:** Explain the roles in regulating international operations.
- **Measurement Criteria:** Explain the roles in managing the infrastructures of manufacturing businesses.
- **Measurement Criteria:** Explain the roles in health, safety, and environmental management.

**Statement:** Demonstrate knowledge of how manufacturing businesses improve performance.

**Performance Element:** Explain how manufacturing businesses manage customer relationships.

- **Measurement Criteria:** Identify needs and requirements of internal and external customers.
Cluster Knowledge and Skill Statement

**Measurement Criteria:** Describe customer satisfaction and fulfillment of customer requirements.

**Measurement Criteria:** Explain how manufacturing businesses respond to customer problems and complaints.

**Performance Element:** Explain how planning and budgeting are used to accomplish organizational goals and objectives.

**Measurement Criteria:** Explain how work plans and budgets are used to allocate people and resources.

**Measurement Criteria:** Identify reports used to track performance and resource and explain how they are used.

**Measurement Criteria:** Explain how plans and budgets are revised to meet goals and objectives.

**Performance Element:** Explain how planning is used to improve overall performance.

**Measurement Criteria:** Identify and describe the most critical performance problems that manufacturing businesses typically face.

**Measurement Criteria:** Describe how improvements are identified.
Manufacturing

Cluster Knowledge and Skill Statement

Safety, Health, and Environmental

Statement: Demonstrate knowledge of safety, health, and environmental management systems.

Performance Element: Describe the major regulatory areas.
  Measurement Criteria: Identify specific health and safety laws and regulations that impact manufacturing and the major areas they address.
  Measurement Criteria: Identify specific environmental management laws and regulations and the major areas they address.
  Measurement Criteria: Explain how the manufacturing industry and its organizations typically perceive the major components.

Performance Element: Explain how government agencies ensure compliance and promote improved performance.
  Measurement Criteria: Provide examples of the major measures and types of data used by government to measure and monitor performance.
  Measurement Criteria: Provide examples of how manufacturing organizations ensure their compliance.
  Measurement Criteria: Provide examples of consequences that manufacturing organizations suffer when they fail to comply.

Performance Element: Demonstrate commitment to policies and procedures.
  Measurement Criteria: Promote and maintain knowledge of organizational safety, health, and environmental management policies and procedures.
  Measurement Criteria: Follow organizational policies and procedures.
  Measurement Criteria: Educate and orient other workers.
  Measurement Criteria: Maintain a safe work area.
  Measurement Criteria: Identify, describe, and report workplace hazards.
  Measurement Criteria: Perform and participate in regular audits and inspections.
  Measurement Criteria: Provide and maintain documentation needed for compliance.
  Measurement Criteria: Conduct and participate in accident/incident investigations.

Performance Element: Develop plans to improve safety performance.
  Measurement Criteria: Use structured problem-solving process to develop improvement plans.
Leadership and Teamwork

Statement: Demonstrate leadership and teamwork skills in collaborating with others to accomplish organizational goals and objectives.

Performance Element: Provide group leadership.
- Measurement Criteria: Work with others to develop and gain commitment to team goals.
- Measurement Criteria: Motivate team members to achieve goals.
- Measurement Criteria: Promote the full involvement and utilization of team members.
- Measurement Criteria: Distribute responsibility and work load fairly.

Performance Element: Collaborate with others.
- Measurement Criteria: Demonstrate commitment to and a positive attitude toward team goals.
- Measurement Criteria: Take responsibility for shared group and individual work tasks.
- Measurement Criteria: Complete personal share of the work.
- Measurement Criteria: Assist team members in completing their work.
- Measurement Criteria: Adapt effectively to changes in projects, deadline, schedules, and changes in process.
- Measurement Criteria: Negotiate effectively to arrive at decisions.
- Measurement Criteria: Treat people with respect.
- Measurement Criteria: Provide feedback (e.g., praise, critique and constructive criticism).
- Measurement Criteria: Demonstrate sensitivity to and value for diversity.
- Measurement Criteria: Resolve conflicts.
- Measurement Criteria: Manage stress and control emotions.

Performance Element: Conduct and participate in meetings.
- Measurement Criteria: Develop meeting objectives and agenda.
- Measurement Criteria: Prepare materials for leading discussion.
- Measurement Criteria: Assemble and distribute meeting materials.
- Measurement Criteria: Attend scheduled meetings on time.
- Measurement Criteria: Conduct meeting to achieve objectives within scheduled time frame.
- Measurement Criteria: Demonstrate effective communication skills.
- Measurement Criteria: Produce and distribute meeting minutes including decisions and next steps.
- Measurement Criteria: Provide and maintain documentation needed for compliance.
- Measurement Criteria: Conduct and participate in accident/incident investigations.

Performance Element: Develop plans to improve performance.
- Measurement Criteria: Use structured problem-solving process to develop improvement plans.
Cluster Knowledge and Skill Statement

Ethics and Legal Responsibilities

**Statement:** Demonstrate knowledge of and commitment to professional ethics and legal responsibilities.

**Performance Element:** Distinguish between ethical and legal responsibilities.

**Measurement Criteria:** Compare the similarities/differences between ethical and legal responsibilities for different roles and functions.

**Measurement Criteria:** Explain employer expectations for ethical and legal behaviors in work situations and how expectations are expressed in organizational policies and culture.

**Measurement Criteria:** Compare similarities/differences in employee practices involving personal and professional ethics.

**Measurement Criteria:** Identify both short and long term effects of an individual employee’s lack of ethics or failure to comply with legal requirements.

**Measurement Criteria:** Provide examples of ethical decisions.

**Performance Element:** Demonstrate awareness of legal responsibilities for different roles and functions within organizations.

**Measurement Criteria:** Explain legal responsibilities of employees to comply with governmental laws and regulations.

**Measurement Criteria:** Identify personal and organizational ramifications for failure to comply with governmental laws and regulations.

**Measurement Criteria:** Explain the major government laws and regulations that define legal responsibilities within the manufacturing industry.

**Performance Element:** Apply ethical reasoning to different workplace situations.

**Measurement Criteria:** Evaluate alternative responses to workplace situations based on legal responsibilities and employer policies.

**Measurement Criteria:** Evaluate alternative responses to workplace situations based on personal or professional ethics.

**Measurement Criteria:** Determine and explain most appropriate response based on legal and ethical obligations.

**Performance Element:** Identify strategies for responding to unethical or illegal actions of individuals and organizations.

**Measurement Criteria:** Identify and explain alternative strategies for responding to unethical or illegal actions.

**Measurement Criteria:** Identify and explain best strategy.
Cluster Knowledge and Skill Statement

Employability and Career Development

Statement: Explain written organizational policies, rules and procedures to help employees perform their jobs.

Performance Element: Locate appropriate information on organizational policies in handbooks and manuals.
  - **Measurement Criteria:** Identify the contents of various organizational publications.
  - **Measurement Criteria:** Determine the appropriate document(s) for specific job responsibilities and work assignments.

Performance Element: Discuss how specific organizational policies and rules influence a specific work situation.
  - **Measurement Criteria:** Locate and identify specific organizational policy, rule or procedure to assist with a given situation.
  - **Measurement Criteria:** Articulate how a specific organizational policy, rule or procedure will improve a given situation.

Statement: Identify and demonstrate positive work behaviors and personal qualities.

Performance Element: Demonstrate self-discipline, self-worth, positive attitude, and integrity in a work situation.
  - **Measurement Criteria:** Demonstrate regular attendance.
  - **Measurement Criteria:** Follow company dress and appearance standards.
  - **Measurement Criteria:** Exhibit pride in work.
  - **Measurement Criteria:** Demonstrate leadership and teamwork.

Performance Element: Demonstrate flexibility and willingness to learn new knowledge and skills.
  - **Measurement Criteria:** Exhibit ability to handle stress.
  - **Measurement Criteria:** Display initiative and open-mindedness.
  - **Measurement Criteria:** Participate in company orientation and training programs with enthusiasm.
  - **Measurement Criteria:** Identify progressive strategies that will impact efficiency of job.

Performance Element: Exhibit commitment to the organization.
  - **Measurement Criteria:** Follow established rules, regulations and policies.
  - **Measurement Criteria:** Explain employer/management responsibilities.
  - **Measurement Criteria:** Demonstrate cost effectiveness.
  - **Measurement Criteria:** Demonstrate time management.
  - **Measurement Criteria:** Complete all tasks thoroughly.

Statement: Develop a personal career plan to meet career goals and objectives.

Performance Element: Develop career goal and objectives to plan future career direction.
  - **Measurement Criteria:** Identify career that matches individual interests and aptitudes.
  - **Measurement Criteria:** Develop career goal with time frame.
  - **Measurement Criteria:** Identify goals and objectives for reaching and advancing in career.
Cluster Knowledge and Skill Statement

Performance Element: Develop strategies to reach career objectives.
  **Measurement Criteria:** Write a list of strategies for achieving educational requirements.
  **Measurement Criteria:** Identify strategies for obtaining employment experiences.
  **Measurement Criteria:** Write a time line for achieving career goals and objectives.
  **Measurement Criteria:** List alternatives and potential changes.

**Statement:** Demonstrate ability to seek and apply for employment.

Performance Element: Use multiple resources to locate job opportunities.
  **Measurement Criteria:** Identify resources for finding employment.
  **Measurement Criteria:** Analyze resources to determine those that are most appropriate for desired career.
  **Measurement Criteria:** Compare job requirements with personal qualifications, interests, and aptitudes.
  **Measurement Criteria:** Select job that matches personal qualifications, interests, and aptitudes.

Performance Element: Prepare a resume and letter of application to apply.
  **Measurement Criteria:** Identify respective employer’s submission requirements.
  **Measurement Criteria:** Gather information and prepare rough draft of resume.
  **Measurement Criteria:** Put resume in proper format.
  **Measurement Criteria:** Write letter of application for specific job opening in correct format without error.

Performance Element: Complete an employment application to obtain employment.
  **Measurement Criteria:** Gather information for application.
  **Measurement Criteria:** Complete all questions on application with appropriate and honest answers.
  **Measurement Criteria:** Sign and date application.
  **Measurement Criteria:** Attach any supporting material required or requested.
  **Measurement Criteria:** Submit full application package to employers.

Performance Element: Interview to obtain employment.
  **Measurement Criteria:** Dress appropriately for interview.
  **Measurement Criteria:** Exhibit professional conduct before, during and after interview.
  **Measurement Criteria:** Explain your qualifications and interests clearly and concisely.
  **Measurement Criteria:** Answer all questions honestly and concisely.
  **Measurement Criteria:** Write follow-up letter after the interview.

**Statement:** Demonstrate ability to evaluate and compare employment opportunities and accept employment.

Performance Element: Evaluate and compare employment opportunity to individual needs and career plan.
  **Measurement Criteria:** Identify job advantages and disadvantages.
  **Measurement Criteria:** Compare job benefits to individual needs.
  **Measurement Criteria:** Compare job opportunities and responsibilities to career plan.

Performance Element: Accept or reject employment.
  **Measurement Criteria:** Make decision to accept or reject employment.
  **Measurement Criteria:** Write acceptance or rejection letter without error.
  **Measurement Criteria:** Complete employment forms upon acceptance.
Cluster Knowledge and Skill Statement

Technical Skills

Statement: Demonstrate understanding of the basic technical skills and knowledge required for careers in manufacturing.

Performance Element: Understand the planning and layout processes (e.g., designing, print reading, measuring) used in manufacturing.

Measurement Criteria: Read prints and use the information to play, lay out, and produce parts or products.

Performance Element: Understand how materials can be processed using tools and machines.

Measurement Criteria: Use tools and the processes of cutting, shaping, combining, forming, etc. of materials to manufacture a part or product.

Performance Element: Understand various types of assembling processes (e.g., mechanical fastening, mechanical force, joining, fusion bonding, adhesive bonding) used in manufacturing.

Measurement Criteria: Apply appropriate fastening or joining procedure to the design and production of a manufactured part or product.

Performance Element: Understand finishing processes (e.g., types of finishing materials, surface preparation, methods of application) used in manufacturing.

Measurement Criteria: Select a finishing process for a product appropriate to the job it must perform environment in which it functions, and its aesthetic appeal.

Performance Element: Understand inspection and quality control in the manufacturing process.

Measurement Criteria: Perform continuous online inspections to ensure that parts or products meet design specifications.