

ENTRY D – DIGIAL PORTOLIO INTERVIEW PROJECT
LITERARY ANALYSIS PAPER PROJECT

In order to maximize the Academy student's competitive edge in preparation for the 21st century workplace, the Literary Analysis Paper Project is bolstered by the following recommendations:

National Association of Manufacturers: Framework of Competencies

America's largest private manufacturing organization released a sequence of standards in 2005 that addresses the skills, attitudes and habits that it requires of employees in the 21st century workforce. The Framework of Competencies is intended as a supplement to the existing educational standards in most high schools across the nation.

PLEASE NOTE: THE FOLLOWING STANDARDS ARE INCLUDED FOR RESEARCH AND PEDAGOGICAL PURPOSES ONLY. STUDENTS, PARENTS AND PORTFOLIO INTERVIEW PANELISTS ARE INVITED BUT NOT REQUIRED TO PERUSE THIS DOCUMENT

NATIONAL ASSOCIATION OF MANUFACTURERS: FRAMEWORK OF COMPETENCIES

PERSONAL EFFECTIVENESS

Integrity: Displaying accepted social & work behaviors

1. Use good manners
2. Maintain confidentiality as appropriate about matter encountered in the workplace
3. Treat supervisors and co-workers with respect
4. Perform quality work
5. Practice honesty with regard to company time and property

Motivation: Demonstrating a willingness to work

1. Take responsibility for completing one's own work assignment
2. Show initiative in carrying out work assignments
3. Take initiative in seeking opportunities to learn new skills and tasks

Dependability / Reliability: Displaying responsible behaviors at work

1. Avoid absenteeism
2. Demonstrate promptness
3. Maintain appropriate grooming and hygiene
4. Do not attend to personal business on the job
5. Manage stressful situations effectively

Willingness to Learn: Understanding the importance of learning new information for both current and future problem-solving and decision-making

1. Accept help from supervisors and co-workers
2. Learn new / additional skills related to the job
3. Learn about the products or services of the organization
4. Contribute to solving problems on the job through suggestions, recommendations and communication

ACADEMIC COMPETENCIES

Reading for Information: Understanding written sentences and paragraphs in work-related documents

1. Read and understand work-related instructions and policies, memos, bulletins, notices, letters, policy manuals, and regulations
2. Read documents ranging from simple and straightforward to more complex and detailed
3. Read and interpret technical manuals and equipment specifications

Business Writing: Using standard business English, defined as writing that is direct, courteous, grammatically correct, and not overly casual. The main requirement of workplace writing is clarity.

1. Communicate thoughts, ideas, information, messages and other written information, which may contain technical material, in a logical, organized, coherent and persuasive manner
2. Ideas are well developed with supporting information and examples
3. Tone – write in a manner appropriate for business; uses language appropriate for the target audience; uses appropriate tone and word choice

Listening to and Following Directions: Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

1. Receive, attend to, interpret, understand, and respond to verbal messages and other cues
2. Pick out important information in verbal messages
3. Understand complex instructions
4. Appreciate feelings and concern of verbal messages
5. Act upon instruction to complete an assignment

Locating and Using Information: Knowing how to find information and identifying essential information

1. Review information obtained for relevance and completeness
2. Recognizes important gaps in existing information
3. Take steps to eliminate those gaps
4. Organize / reorganize information as appropriate to get a better understanding of the problem

WORKPLACE COMPETENCIES

Adaptability / Flexibility: Being open to change (positive or negative) and to considerable variety in the workplace.

1. Is open to considering new ways of doing things
2. Actively seek out and carefully considers the merits of new approaches to work
3. Willingly embrace new approaches when appropriate and discards approaches that are no longer working

4. Take effective action when necessary without having to have all the necessary facts in hand
5. Change gears in response to unpredictable or unexpected events
6. Effectively change plans, goals, actions or priorities to deal with changing situations
7. Is flexible and open-minded when dealing with a wide range of people
8. Alter opinion when it is appropriate to do so

Planning / Organizing: Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

1. Approach work in a methodical manner
2. Plan and schedule tasks so that work is completed on time
3. Keep track of details to ensure work is performed accurately and completely
4. Prioritize various competing tasks
5. Perform tasks quickly and efficiently according to their urgency
6. Find new ways of organizing work area or planning work to accomplish work more efficiently
7. Estimate resources needed for project completion
8. Allocate time and resources effectively
9. Coordinate efforts with co-workers and supervisors
10. Keep co-workers and supervisors informed of progress and all relevant changes to project timelines
11. Anticipate obstacles to project completion
12. Develop contingency plans to address them
13. Take necessary corrective action when projects go off-track

Problem Solving / Decision-Making: Considering the relative costs and benefits of potential actions to choose the most appropriate one.

1. Recognize the existence of a problem
2. Define the problem
3. Identify potential causes of the problem by analyzing its component parts
4. Use all available reference systems to locate and obtain information relevant to the problem
5. Decisively choose the best solution after contemplating available approaches to the problem
6. Quickly choose an effective solution without assistance when appropriate
7. Implement the solution
8. Observe and evaluate the outcomes of implementing the solution to assess the need for alternative approaches