Core Competencies

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No Exposure Introduced Practiced Entry Level Able to Complete

Knowledge with Minimal Help

0 1 2 3 4

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***Use the key above to rate your ability (competency).* See the next few pages for core competency descriptions*.***

\_\_\_\_\_3\_\_\_\_Demonstrate an Understanding of Business Organizations/Systems and Policies

\_\_\_\_\_4\_\_\_\_Use English, Language Arts to Communicate Effectively

\_\_\_\_\_3\_\_\_\_Demonstrate Customer Sales and Service Skills in an Office Environment

\_\_\_\_\_4\_\_\_\_Demonstrate Leadership and Teamwork

\_\_\_\_\_3\_\_\_\_Demonstrate Employability and Career Development Skills

\_\_\_\_\_3\_\_\_\_Demonstrate Problem Solving and Critical Thinking

\_\_\_\_\_2\_\_\_\_Demonstrate Ethics and Legal Responsibility

\_\_\_\_\_3\_\_\_\_Demonstrate Safety and Health in the Office Environment

\_\_\_\_\_3\_\_\_\_Demonstrate Use of Technology in the Office Environment

\_\_\_\_\_2\_\_\_\_Demonstrate Planning and Organizing Skills

\_\_\_\_\_2\_\_\_\_Verify and Maintain Records

\_\_\_\_\_2\_\_\_\_Utilize Financial Software Applications

\_\_\_\_\_3\_\_\_\_Demonstrate Accounting Functions

\_\_\_\_\_3\_\_\_\_Demonstrate Banking Procedures

\_\_\_\_\_2\_\_\_\_Demonstrate an Understanding of Monetary Systems

\_\_\_\_\_2\_\_\_\_Demonstrate Knowledge of Loan Activities

\_\_\_\_\_2\_\_\_\_Demonstrate Effective Communications in Financial Support Occupations