



<p style="text-align: center;">Diversified Occupations Co-operative Education            CIP 32.0105  <b>TASK Grid</b></p>	<p style="text-align: center;">Proficiency Level            Achieved:            (X) Indicates            Competency            Achieved to Industry            Proficiency Level</p>
<b>A. ORIENTATION</b>	
1. Identify program policies and procedures	
2. List program objectives	
3. Describe work ethics	
4. Complete forms	
5. List the benefits of career and technical student organizations	
<b>B. CAREER DEVELOPMENT AND PLANNING</b>	
1. Construct a profile of personal interests, aptitudes, abilities and values	
2. Compare careers in relation to job tasks, work environment, job availability and educational requirements	
<b>C. EMPLOYMENT ACQUISITION</b>	
1. Prepare a resume	
2. Prepare a letter of application	
3. Complete employment applications	
4. Demonstrate job interview techniques	
5. Demonstrate job interview/application follow-up activity(ies)	
6. List potential employers	



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<b>D. HUMAN RELATIONS</b>	
1. Analyze human relations in terms of:	
a. Employer responsibilities	
b. Employee responsibilities	
c. Coworker responsibilities	
2. Demonstrate positive decision making skills	
3. Identify methods to resolve conflicts	
4. Distinguish between positive/negative criticisms	
5. Compare the advantages and disadvantages of unions and other employee organizations	
<b>E. HEALTH AND SAFETY</b>	
1. Describe the need for safety practice and procedures	
2. Identify ways to achieve personal safety	
3. Identify general occupational safety practices	
4. Demonstrate general first aid procedures	
5. Describe the role of government agencies in providing for a safe workplace	
<b>F. EMPLOYMENT RETENTION</b>	
1. Demonstrate the positive attributes of a "good employee"	



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2. Evaluate job changes and promotions	
3. Diagram the organizational structure of a company	
4. Interpret a performance evaluation	
5. Identify sources of employee information regarding company policies and procedures	
6. Summarize proper procedures for job termination	
<b>G. COMMUNICATIONS DEVELOPMENT</b>	
1. Demonstrate listening skills	
2. Demonstrate speaking skills	
3. Demonstrate nonverbal skills	
4. Demonstrate writing skills	
5. Demonstrate telephone skills	
6. Demonstrate self-assertiveness	
<b>H. LEGAL AWARENESS</b>	
1. Describe how labor regulations (federal and state) affect employment certificates	
2. Describe how labor regulations affect where a student can work	
3. Describe how labor regulations affect the time a student can work	
4. Describe how labor regulations affect wages	



N. Job Site Evaluation	
1. Job Visit On Site	