

**National  
Workforce Skills Certificate**

*Presented to*

**Maria Del Carmen  
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*for demonstrating mastery of*

**Work-related Academic Skills and Soft Skills  
on October 29, 2010**

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*Rolling Hills*



**Workforce Skills  
Certification System**  
a program of **CASAS** and **LRI**

## WORK-RELATED ACADEMIC SKILLS

### Work-related Academic Skills typically demonstrated at this level

#### Reading

- Reads a variety of specialized or technical materials related to job needs, such as operating instructions, manuals, and technical information
- Interprets detailed policies and procedures
- Reads complex diagrams and graphs
- Reads most materials and communications related to job without significant difficulty
- Uses print and Internet-based references and interpret complex Web sites

#### Math

- Interprets data in more complex sorts of graphs and representation
- Summarizes and reports data for a particular purpose
- Presents data in various representations and interpretations
- Applies ratio and proportion
- Creates and interprets graphs of more complex equations
- Works with three-dimensional representations and coordinate systems
- Applies and calculates a variety of rates

#### Critical Thinking and Problem Solving

- Answers analytical questions that involve critical thinking skills such as making observations, inferences, and deductions, drawing conclusions and making decisions.
- Answers questions that reflects a six-step problem-solving model based on a work-related situation.

## SOFT SKILLS

### Personal Quality skills demonstrated

#### Integrity

- Has the opportunity to break a rule and probably get away with it, but decides to follow the rule.
- Tries to stop others who are about to break a rule. Reminds them of the rules and what could happen if they get caught. Will go to a manager or supervisor if necessary.

#### Responsibility

- Tries to keep private life from affecting work.
- Doesn't say "That's not my job." when something unusual or unexpected comes up that needs to be done.
- Willing to ask for help, more information or clearer instructions.
- Recognizes quality work, ready to go the extra mile to make sure that the job gets done right.
- Responds by helping out when needed, even if it means giving up some personal time.
- Makes sure the job is done before leaving, does not leave extra work for next shift.

#### Self-Esteem

- Stands up for self where appropriate; on the other hand, doesn't take it personally when a manager points out incomplete or poorly done work; accepts suggestions for ways to do the job better.
- Willing to try new things, learn new skills and ask for help when needed.

#### Self-Management

- When things get slow, finds something to do rather than wait to be told what to do.
- Asks for help when he/she can't do something, whether it's because of a lack of training or information, or things are just too busy to get everything done.

#### Sociability

- Is open and honest with coworkers because he/she knows it's easier to work with people when everyone gets along.
- Spends some time chatting with coworkers, but not too much. Knows the difference between "down time", when it's okay to socialize, and when it's time to concentrate on work and to let others concentrate on their work.

### Customer Care skills demonstrated

#### Commitment to Quality

- Evaluates alternative strategies for customer satisfaction, then chooses one that minimizes harm and makes the customer feel supported.
- Proactively assists peers for the purpose of increasing overall quality of company operations.
- Appropriately uses voice and body language communicate to the customer that satisfying the customer's need is of highest importance.
- Balances own work schedule against customer needs; willingly makes adjustments.
- Determines customer need and improves customer relations by "listening" to customer comments and requests.

#### Customer Relations

- Remains polite and professional when interacting with customers who make unreasonable demands.
- Faced with a hostile customer, maintains positive demeanor and earnestly attempts to help the customer.
- Increases customer loyalty by immediately addressing concerns and following up.
- Handles competing customer needs in a calm and helpful manner, follows through on commitments.

#### Decision Making

- Recognizes when it is best to personally handle customer needs versus when to direct the customer elsewhere.
- Recognizes priorities, then implements solutions based on an understanding of business need.
- Decides when to vary from routine operating policies/guidelines and when to adhere to them.
- Recognizes when more information is needed for making a decision.
- Recognizes the limits of own authority, correctly decides when to use those limits in order to keep the customer satisfied.