IMPORTANT

Before beginning this activity guide, click the button below to watch the SkillsUSA Framework introductory video. This video will ensure that you are familiar with the SkillsUSA Framework, its three components and the 17 Essential Elements contained within it.

WATCH THE SKILLSUSA FRAMEWORK INTRODUCTORY VIDEO
SkillsUSA Framework Essential Element Self-Evaluation

Personal Skills

Complete the Essential Element self-evaluation to rate yourself on your frequency of demonstrating each Essential Element. You’ll then identify one Essential Element from each Framework component to develop as a chapter throughout the year.

INTEGRITY: I do the right thing in all situations and I am aware of the impact of my words and actions.

WORK ETHIC: I put forth my best effort to meet expectations.

PROFESSIONALISM: My words, actions, appearance and communication behaviors align with high-quality workplace expectations.

RESPONSIBILITY: I take ownership of my work, my behavior and my actions, and I persevere in fulfilling my commitments.

ADAPTABILITY/FLEXIBILITY: I embrace change and overcome barriers and roadblocks.

SELF-MOTIVATION: I exhibit a passion for my life and career, and I am disciplined to achieve my purpose and goals.

TOTAL PERSONAL SKILLS SCORE
SkillsUSA Framework Essential Element Self-Evaluation

Workplace Skills

Complete the Essential Element self-evaluation to rate yourself on your frequency of demonstrating each Essential Element. You'll then identify one Essential Element from each Framework component to develop as a chapter throughout the year.

COMMUNICATION: I choose the appropriate mode of communication to send and receive clear messages

ALWAYS  5pts.
USUALLY  4pts.
SOMETIMES 3pts.
RARELY  2pts.
I DON'T KNOW 1pt.

DECISION MAKING: I analyze key facts, data and situations to determine the best outcome and make choices with this information.

ALWAYS  5pts.
USUALLY  4pts.
SOMETIMES 3pts.
RARELY  2pts.
I DON'T KNOW 1pt.

TEAMWORK: I work with others to achieve a common goal and I respect and support my team members.

ALWAYS  5pts.
USUALLY  4pts.
SOMETIMES 3pts.
RARELY  2pts.
I DON'T KNOW 1pt.

MULTICULTURAL SENSITIVITY & AWARENESS: I respect those who are different from myself and I empower everyone to embrace their unique qualities.

ALWAYS  5pts.
USUALLY  4pts.
SOMETIMES 3pts.
RARELY  2pts.
I DON'T KNOW 1pt.

PLANNING, ORGANIZING & MANAGEMENT: I use processes to be efficient and break down projects into tasks with timelines.

ALWAYS  5pts.
USUALLY  4pts.
SOMETIMES 3pts.
RARELY  2pts.
I DON'T KNOW 1pt.

LEADERSHIP: I influence the hearts, minds and actions of others by building trust, fostering hope, demonstrating stability and expressing compassion.

ALWAYS  5pts.
USUALLY  4pts.
SOMETIMES 3pts.
RARELY  2pts.
I DON'T KNOW 1pt.

TOTAL WORKPLACE SKILLS SCORE
SkillsUSA Framework Essential Element Self-Evaluation
Technical Skills

Grounded in Academics

Complete the Essential Element self-evaluation to rate yourself on your frequency of demonstrating each Essential Element. You'll then identify one Essential Element from each Framework component to develop as a chapter throughout the year.

COMPUTER & TECHNOLOGY LITERACY: I effectively use technology and improve information flow through technology.

- ALWAYS: 5 pts.
- USUALLY: 4 pts.
- SOMETIMES: 3 pts.
- RARELY: 2 pts.
- I DON'T KNOW: 1 pt.

JOB-SPECIFIC SKILLS: I effectively use knowledge and skills required by a job and seek ways to improve my job performance.

- ALWAYS: 5 pts.
- USUALLY: 4 pts.
- SOMETIMES: 3 pts.
- RARELY: 2 pts.
- I DON'T KNOW: 1 pt.

SAFETY & HEALTH: I follow workplace health, wellness and safety guidelines and use tools and equipment according to best safety practices.

- ALWAYS: 5 pts.
- USUALLY: 4 pts.
- SOMETIMES: 3 pts.
- RARELY: 2 pts.
- I DON'T KNOW: 1 pt.

SERVICE ORIENTATION: I meet the needs of internal and external customers and demonstrate respect and courtesy to customers at all times.

- ALWAYS: 5 pts.
- USUALLY: 4 pts.
- SOMETIMES: 3 pts.
- RARELY: 2 pts.
- I DON'T KNOW: 1 pt.

PROFESSIONAL DEVELOPMENT: I recognize, seek and plan intentional learning experiences that enhance my career path; I work to apply new learning.

- ALWAYS: 5 pts.
- USUALLY: 4 pts.
- SOMETIMES: 3 pts.
- RARELY: 2 pts.
- I DON'T KNOW: 1 pt.

LEADERSHIP: I influence the hearts, minds and actions of others by building trust, fostering hope, demonstrating stability and expressing compassion.

- ALWAYS: 5 pts.
- USUALLY: 4 pts.
- SOMETIMES: 3 pts.
- RARELY: 2 pts.
- I DON'T KNOW: 1 pt.

TOTAL TECHNICAL SKILLS GROUNDED IN ACADEMICS SCORE
Personal Review

List your three highest-scoring Essential Elements.
1. 
2. 
3. 

List your three lowest-scoring Essential Elements.
1. 
2. 
3. 

Team Review

Identify the team’s collective lowest-scoring Essential Element within each component.

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Personal Skills
Workplace Skills
Technical Skills
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As a team, choose two Essential Elements you will work to improve on throughout your year of service.
1. 
2. 
Professional Development Plan

Use this tool to create a professional development plan to grow the Essential Elements you wish to develop.

Which Essential Element will you intentionally work to improve during your year of service?

What actions will I take to strengthen my skills?

What resources (people, books, events, etc.) will help me achieve this?

Who will I rely on to keep me accountable?

How will I measure my growth?

How will I celebrate success?