State Qualifying Exam Preparation Guide

Professional Development Tiebreaker

Exams developed in partnership with Cengage Learning.

Exam Topics

I. SkillsUSA Framework: Personal Skills
   - Integrity
   - Work Ethic
   - Professionalism
   - Responsibility
   - Adaptability/Flexibility
   - Self-Motivation

II. SkillsUSA Framework: Workplace Skills
    - Communication
    - Decision Making
    - Teamwork
    - Multicultural Sensitivity & Awareness
    - Planning, Organizing & Management
    - Leadership

III. SkillsUSA Framework: Technical Skills (Grounded in Academics)
    - Computer and Technology Literacy
    - Job Specific Skills
    - Safety & Health
    - Service Orientation
    - Professional Development

IV. Chapter Business
    - Parliamentary Procedure

V. Chapter Activities
    - Program of Work
    - Chapter Excellence Program
    - Planning, Organizing & Management of Chapter Events

VI. SkillsUSA Colors
    - Red & White
    - Blue
    - Gold
VII. SkillsUSA Emblem
   • The Shield
   • The Gear
   • The Torch
   • The Orbital Circles
   • The Hands

VIII. SkillsUSA History

IX. SkillsUSA Official Dress

Sample Questions
1. Mandy is a graphic designer employed by a small design firm. Her company just accepted a new job. It is a small project but could lead to many more if done well. The owner of the company put Mandy in charge of the project. What skills should Mandy demonstrate in her new role?
   a. Work closely with the customer to be sure he is satisfied.
   b. Establish a strong team ethic among the workers assigned to the project.
   c. Make sure that she is first to arrive each morning to ensure all is ready.
   d. All of the above.

2. A listing of "Typical" meeting events that helps members know what to expect during a SkillsUSA meeting is called a(an):
   a. Agenda
   b. Order of business
   c. Committee report form
   d. Program of work

3. A training program with an advisor, officers and a program of activities is called:
   a. A chapter
   b. An association
   c. A section
   d. A council

4. This color(s) of the SkillsUSA organization represents common union of the states and of the chapters.
   a. Red & White
   b. Blue
   c. Gold
   d. Black

5. Preparing for Leadership in the World of Work is:
   a. SkillsUSA Motto
   b. SkillsUSA Pledge
   c. SkillsUSA Creed
   d. SkillsUSA Purpose