EXPRESS EMPLOYMENT PROFESSIONALS

Career Preparedness

CERTIFICATION

CERTIFICATION BLUEPRINT

CERTIFICATION EXAM OVERVIEW

The Express Employment Professionals Career Preparedness Certification confirms that individuals have the essential skills and knowledge needed for success in the modern workplace. The certification exam, hosted on the iCEV testing platform, consists of 100 questions. It evaluates proficiency in areas such as communication, critical thinking, problem-solving, interpersonal skills, and career management. This certification ensures that individuals are well-prepared to navigate and excel in various professional environments, making them valuable assets to employers. Proctoring guidelines can be found at www.icevonline.com/proctoring-guidelines.

More information about the certification and testing platform can be found at https://www.icevonline.com/career-prep.

ABOUT EXPRESS EMPLOYMENT PROFESSIONALS

Express Employment Professionals is a leading staffing provider. From job seekers to client companies, Express helps people thrive and businesses grow. Our international network of franchises offers localized staffing solutions to the communities they serve across the U.S., Canada, South Africa, Australia and New Zealand.

Learn more at: https://www.expresspros.com/certifications.

INDUSTRY STANDARD OVERVIEW

Career Aptitude & Assessment

Education & Training Analysis

Job Application Techniques

Interview Techniques

Personal Development

Professional Development

Workplace Regulations & Standards

LEARNING OBJECTIVES & INDUSTRY STANDARDS

1. Career Aptitude & Assessment

1.1   Formulas for Career Success: Career Testing & Investigation

1.1.1   To identify factors which may affect career choices
1.1.2   To explore types and benefits of career testing and assessment
1.1.3   To analyze methods of investigating career fields

2. Education & Training Analysis

2.1   Formulas for Career Success: Higher Learning

2.1.1   To explore higher learning opportunities and their benefits
2.1.2   To distinguish the types of higher learning degrees and institutions
2.1.3   To analyze factors to consider when choosing among higher learning opportunities
2.1.4   To recognize opportunities for earning higher learning credits while in high school

2.2   Cost of Education & Training

2.2.1   To analyze the relationship between education, training and earnings
2.2.2   To define and provide examples of postsecondary education
2.2.3   To understand the various sources of funds for postsecondary education and analyze their advantages and disadvantages
2.2.4   To understand different career pathways and their requirements

2.3   Formulas for Career Success: Financial Aid

2.3.1   To analyze the costs associated with attending an institution of higher learning
2.3.2   To distinguish among the various types of financial aid
2.3.3   To describe the processes used to apply for financial aid

3. Job Application Techniques

3.1   Formulas for Career Success: Portfolio Development

3.1.1   To analyze the purpose and uses of a career portfolio
3.1.2   To identify items commonly found in a career portfolio
3.1.3   To discuss the design and organization of a career portfolio
3.1.4   To create a career portfolio

3.2   Formulas for Career Success: Job Search

3.2.1   To define types of employment
3.2.2   To explore benefits of employment in early life
3.2.3   To analyze methods of discovering job opportunities

3.3   Formulas for Career Success: Job Applications

3.3.1   To identify common components of job applications
3.3.2   To analyze the process of filling out a job application
3.3.3   To discuss mistakes commonly made on job applications

3.4 Formulas for Career Success: Cover Letters

3.4.1 To identify the purpose of a cover letter

3.4.2 To analyze components cover letters should contain

3.4.3 To examine mistakes commonly seen in cover letters

3.4.4 To practice writing cover letters

3.5 Formulas for Career Success: Résumés

3.5.1 To identify the purpose of a résumé

3.5.2 To describe elements to be included in a résumé

3.5.3 To discuss various formats for résumés, including chronological, functional and combination

3.5.4 To analyze methods of delivering a résumé to a potential employer

4. Interview Techniques

4.1 Formulas for Career Success: Interview Preparation

4.1.1 To explain the importance of preparation and practice before an interview

4.1.2 To discuss the need to research the company and position the interview address

4.1.3 To analyze a few common interview questions

4.2 Formulas for Career Success: The Interview Process

4.2.1 To identify methods for interviewing prospective employees

4.2.2 To analyze the process of an interview

4.2.3 To discuss advice and tips concerning proper interview behavior

4.2.4 To compare a poor interview performance to an impressive interview performance

4.3 Formulas for Career Success: After the Interview

4.3.1 To explain the prevalence of rejection and reassure students who have been rejected after an interview

4.3.2 To describe types of compensation including direct and indirect

4.3.3 To discuss types of paperwork new employees are required to complete

4.3.4 To become familiar with filling out a W-4 form

4.3.5 To provide tips concerning proper etiquette for new employees

5. Personal Development

5.1 Goal Setting Basics

5.1.1 To define a goal and an objective

5.1.2 To describe SMART goals

5.1.3 To explain short-term goals versus long-term goals

5.1.4 To analyze goal-setting strategies

5.2 Leadership and Team Dynamics

5.2.1 To define and analyze characteristics of leadership

5.2.2 To describe and evaluate aspects of team development

6. Professional Development

6.1 Employability Skills

6.1.1 To define employability
6.1.2 To learn the parts of employability
6.1.3 To learn employability skills

6.2 Workplace Technology

6.2.1 To explain the purpose of workplace technology and its impact on business practices
6.2.2 To discuss benefits and concerns of business technology use
6.2.3 To describe various types of workplace technology

6.3 Electronic Communication & Scheduling

6.3.1 To define electronic communication
6.3.2 To identify different electronic communication systems
6.3.3 To demonstrate how to use electronic communication systems
6.3.4 To define electronic scheduling
6.3.5 To identify different electronic scheduling systems
6.3.6 To demonstrate how to use electronic scheduling systems

7. Workplace Regulations & Standards

7.1 Workplace Issues

7.1.1 To explore the role of technology in the workplace
7.1.2 To identify the effects of organizational structures on workplace dynamics
7.1.3 To identify important responsibilities and safety practices for employers and employees
7.1.4 To research and compare published workplace policies and procedures

7.2 Employee Compensation Components

7.2.1 To identify employee benefits
7.2.2 To analyze various types of income deductions and how they impact take-home pay
7.2.3 To describe work-related forms