

MCC Employability Skills Survey
Report
October 2003 – February 2004

Prepared by the
Office of Institutional Research
FOC, Building 3
March 2004

(Revised Final – 3/19/04)

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Distribution

Jane Schaefer, OJC Project Coordinator
Larry Lindberg, Director of Campus and Student Services - EVC
Denise Ellis, Coordinator of Articulation and Special Programs

MCC Employability Skills Survey October 2003 – February 2004

Q. 1 Indicate the size of your business:

Business Size	Frequency	Percentage*
*Percentage based on 123 responses to February 2004 survey. This question not included on October 2003 survey.		
1-24 employees	36	29.3%
25-49 employees	13	10.5%
50-99 employees	13	10.5%
100-249 employees	14	11.4%
250-499 employees	12	9.8%
500+ employees	35	28.5%

Q. 2 Location of your business:

Business Location	Frequency	Percentage*
*Percentage based on 118 responses to February 2004 survey. This question not included on October 2003 survey.		
Rural Area	7	5.9%
Urban Area	111	94.1%

Q. 3 Career Clusters are a way to categorize diverse occupations. Please check the cluster(s) of your primary business or industry. (Mark all that apply.)

Career Cluster	Number Responding	Percentage of 262 Valid Cases
Agriculture, Food, and Natural Resources	17	6.5%
Architecture and Construction	34	13.0%
Arts, A/V Technology, Communications	18	6.9%
Business, Management, and Administration	56	21.4%
Education and Training	44	16.8%
Finance	44	16.8%
Government and Public Administration	17	6.5%
Health Sciences	38	14.5%
Hospitality and Tourism	7	2.7%
Human Services	29	11.1%
Information Technology	24	9.2%
Law, Public Safety and Security	22	8.4%
Manufacturing	28	10.7%
Marketing, Sales, and Service	64	24.4%
Scientific Research & Engineering	8	3.1%
Transportation Distribution & Logistics	20	7.6%

Q. 4 through 30 Rate the following skills according to how important they are for your entry-level work force.

*Mean is based on a scale of 5 to 1 where 5= Extremely Important, 4=Very Important, 3= Somewhat Important, 2=Not Important and 1=Not Applicable

Skills	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)	Mean*
4-Attendance & Punctuality (Total Response = 267)	75.7% (202)	23.2% (62)	.7% (2)	0.0% (0)	.4% (1)	4.74
5-Desire to Learn (Total Response = 268)	56.0% (150)	41.0% (110)	2.6% (7)	0.0% (0)	.4% (1)	4.52
6-Oral Communication (Total Response = 268)	48.5% (130)	45.1% (121)	5.2% (14)	.4% (1)	.7% (2)	4.40
7-Written Communication (Total Response = 268)	27.2% (73)	48.9% (131)	22.4% (60)	1.1% (3)	.4% (1)	4.01
8-Teamwork (Total Response = 268)	54.1% (145)	40.7% (109)	4.5% (12)	0.0% (0)	.7% (2)	4.47
9-Organization (Total Response = 268)	26.1% (70)	56.0% (150)	16.4% (44)	.7% (2)	.7% (2)	4.06
10-Problem Solving (Total Response = 268)	37.3% (100)	45.1% (121)	16.4% (44)	.7% (2)	.4% (1)	4.18
11-Customer Service (Total Response = 267)	66.3% (177)	30.0% (80)	3.4% (9)	0.0% (0)	.4% (1)	4.62
12-Motivation/Initiative (Total Response = 267)	34.1% (91)	51.3% (137)	13.9% (37)	.4% (1)	.4% (1)	4.18
13-Self-Improvement (Total Response = 266)	27.4% (73)	59.4% (158)	12.8% (34)	0.0% (0)	.4% (1)	4.14
14-Professionalism (Total Response = 267)	46.8% (125)	42.3% (113)	10.5% (28)	0.0% (0)	.4% (1)	4.35
15-Time Management (Total Response = 267)	34.1% (91)	53.6% (143)	11.2% (30)	0.0% (0)	1.1% (3)	4.19
16-Perseverance (Total Response = 267)	22.8% (61)	55.8% (149)	20.6% (55)	.4% (1)	.4% (1)	4.00
17-Follow Through (Total Response = 267)	45.7% (122)	49.1% (131)	4.5% (12)	0.0% (0)	.7% (2)	4.39
18-Diversity (Total Response = 267)	49.1% (131)	35.6% (95)	14.2% (38)	.4% (1)	.7% (2)	4.32

4. Entry-level work force skills continued.

(Note: These skill sets were not included on the October 2003 survey – these figures are from the February 2004 survey)

*Mean is based on a scale of 5 to 1 where 5= Extremely Important, 4=Very Important, 3= Somewhat Important, 2=Not Important and 1=Not Applicable

Skills	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)	Mean*
19-Information Literacy	20.9%	51.9%	24.8%	2.3%	0.0%	3.91
(Total Response = 129)	(27)	(67)	(32)	(3)	(0)	
20-Mathematical Expression	8.5%	41.1%	34.1%	13.2%	3.1%	3.39
(Total Response = 129)	(11)	(53)	(44)	(17)	(4)	
21-Personal Health and Wellness	20.9%	50.4%	25.6%	2.3%	.8%	3.88
(Total Response = 129)	(27)	(65)	(33)	(3)	(1)	
22-Commitment to Lifelong Learning	17.1%	50.4%	29.5%	2.3%	.8%	3.81
(Total Response = 129)	(22)	(65)	(38)	(3)	(1)	
23-Computer Literacy	21.9%	39.8%	27.3%	8.6%	2.3%	3.70
(Total Response = 128)	(28)	(51)	(35)	(11)	(3)	
24-Humanities and Arts	5.5%	12.5%	40.6%	31.3%	10.2%	2.72
(Total Response = 128)	(7)	(16)	(52)	(40)	(13)	
25-Citizenship	5.5%	36.7%	46.1%	9.4%	2.3%	3.34
(Total Response = 128)	(7)	(47)	(59)	(12)	(3)	
26-Personal Finance	5.6%	31.5%	48.4%	9.7%	4.8%	3.23
(Total Response = 124)	(7)	(39)	(60)	(12)	(6)	
27-Scientific Literacy	5.3%	28.3%	44.2%	10.6%	11.5%	3.05
(Total Response = 113)	(6)	(32)	(50)	(12)	(13)	
28-Scientific Inquiry	6.9%	21.6%	37.1%	22.4%	12.1%	2.89
(Total Response = 116)	(8)	(25)	(43)	(26)	(14)	
29-Flexibility	27.3%	46.9%	25.0%	.8%	0.0%	4.01
(Total Response = 128)	(35)	(60)	(32)	(1)	(0)	
30-Reading	23.6%	50.4%	23.6%	1.6%	.8%	3.94
(Total Response = 127)	(30)	(64)	(30)	(2)	(1)	

Additional Skills from February 2004 Survey

Q. 31 and 32 List and rate other skills you feel are important for entry-level workers to have:

Report Note: No respondent chose *Somewhat Important*, *Not Important* or *Not Applicable* for skills quality rating. In the interest of report readability, these three columns have been deleted. In addition, all skill qualities submitted are listed below; however, not every respondent chose to rate the skill quality they listed for questions 31 and 32.

(Scale Range: 5=Extremely Important, 4=Very Important, 3=Somewhat Important, 2=Not Important and 1=Not applicable)

Q. 31 -- Skills	Extremely Important	Very Important
A good reference library	X	
Ability to read and utilize tape measure		X
Attendance	X	
Attitude	X	
Attitude – Personal and co-worker		X
Availability/Flexibility		X
Basic spelling skills	X	
CDL licenses required	X	
Clinical skills	X	
Commitment and loyalty to yourself and your employer		X
Commitment to organizational goals		X
Compassion for co-workers and patients	X	
Courtesy-desire to help customers and sell	X	
Creativity	X	
Dedication	X	
Detail oriented	X	
Flexibility		X
Good conceptualization	X	
Graphics and word processing software skills	X	
Happy in chosen profession	X	
Honesty	X	
Integrity (2 responses)	X	
Interest and passion about the job they are applying for	X	
Interest/knowledge of criminal justice	X	
Knowledge of automobiles	X	
Listen carefully to customer requests	X	
Loyalty	X	
Medical terminology	X	
Patience	X	
Patience with career progress	X	
Positive attitude	X	
Productive skills	X	
Promotions: The rewards take time	X	
Respect for organizational structure		X
Self starter	X	
Social skills	X	
Team Playing	X	
Typing and data entry		X
Understand building construction		X
Verbal communication		X
Work ethic (2 responses)	X	
All have been listed above	No Rating Given	
Honesty in reporting factual information	No Rating Given	

Additional Skills from October 2003 Survey:

Q. 31 and 32 List and rate other skills you feel are important for entry-level workers to have:

(Scale Range: 5=Extremely Important, 4=Very Important, 3=Somewhat Important, 2=Not Important and 1=Not applicable)

Q. 31 -- Skills	Extremely Important	Very Important	Somewhat Important	Not Important	Not Applicable
Analytical abilities				X	
Attitude	X				
Basic math skills (add, sub, multiply, divide, estimate)	X				
College Courses related to the field	X				
Computer knowledge		X			
Computer skills			X		
Confidentiality	X				
Does not participate in office gossip	X				
Enthusiasm	X				
Even tempered	X				
Fast problem solving	X				
Has no problems with change		X			
Honesty	X				
Humility					X
Math aptitude		X			
Math skills/quantitative reasoning		X			
Patience with learning curve	X				
Positivity			X		
Proactive	X				
Relate to parents, youth & teens	X				
Respect for knowledge of others		X			
Sales ability	X				
Respect and Common sense				No Rating Given	
Not applicable (47 responses)				No Rating Given	
Ability to put personal issues aside during work hours				No Rating Given	
All of the above				No Rating Given	
Cleanliness – hair, hands, etc. Don’t overpower the interviewer with perfumes & shave lotions				No Rating Given	
Creativity				No Rating Given	
Demonstrate interest in the industry – (3 responses)				No Rating Given	
Emphasize integrity – I work very hard on this with our young workers especially				No Rating Given	
Enthusiasm for job -- (2 responses)				No Rating Given	
Financial/numerical skills -- (2 responses)				No Rating Given	
Flexibility -- (2 responses)				No Rating Given	
Flexibility – not resistant to change				No Rating Given	
Flexibility in scheduling to meet staffing needs				No Rating Given	
Good work ethic/doing what it takes to get job done				No Rating Given	
Has sense of humor – can see the positive side				No Rating Given	
Healthy respect for wild animals				No Rating Given	
High energy – enthusiastic				No Rating Given	
High self-esteem				No Rating Given	
Listen				No Rating Given	

Additional Skills from October 2003 Survey (continued):

Q. 31 -- Skills	
Listening skills #1	No Rating Given
Maintain personal grooming & hygiene	No Rating Given
Maintaining their individual health	No Rating Given
Moral character	No Rating Given
Non-judgmental	No Rating Given
People skills	No Rating Given
Planning skills	No Rating Given
Positive attitude	No Rating Given
Positive outlook and attitude	No Rating Given
Positive, cup-half full attitude	No Rating Given
Pride in selves and their work	No Rating Given
Self confidence	No Rating Given
Sense of urgency/energy	No Rating Given
Stamina to learn each level for promotion opportunities	No Rating Given
Willing to independently seek out education opportunities	No Rating Given

Additional Skills from February 2004 Survey

(Scale Range: 5=Extremely Important, 4=Very Important, 3=Somewhat Important, 2=Not Important and 1=Not applicable)

Q. 32 -- Skills	Extremely Important	Very Important
Ability to work in safe manner and follow all safety rules and guidelines	X	
Accountability	X	
Ambition	X	
Basic grammar skills	X	
Desire to be here	X	
Desire to be the best at what you do	X	
Equipment knowledge	X	
Good physical health	X	
Honest	X	
Importance of their profession	X	
Internet resource skills	X	
Learn new trends and styles		X
Listening	X	
Looks for ways to improve system	X	
Love of children	X	
Loyalty	X	
Medical transcription	X	
Patience	X	
Positive attitude	X	
Positive thinking		X
Punctuality	X	
Respect for fellow employees	X	
Safety	X	
Willing to work "off" shift	X	
"Fire in the belly"	No Rating Given	
Dedication/Commitment and perseverance	No Rating Given	
Responsibility for their own work	No Rating Given	

Additional Skills from October 2003 Survey:

(Scale Range: 5=Extremely Important, 4=Very Important, 3=Somewhat Important, 2=Not Important and 1=Not applicable)

Q. 32 -- Skills	Extremely Important	Very Important	Somewhat Important	Not Important	Not Applicable
Able to work outdoors	X				
Accountability	X				
Attention to detail	X				
Caring and compassion of others		X			
Energetic/physically active	X				
Friendly/outgoing personality	X				
Goal oriented	X				
Honesty and reliability	X				
Loyalty					X
Mentoring – wants to help make a difference in our clients’ lives	X				
Reading skills		X			
Respect for company as a whole		X			
Supportive of administration		X			
Telephone etiquette		X			
Work ethic	X				
Working at the same business for at least one year	X				
Not applicable (52 responses)					
			No Rating Given		
Able to have fun at work			No Rating Given		
Accountable for actions and job completion			No Rating Given		
Appearance – proper wear of police uniform/grooming			No Rating Given		
Clean, neat grooming is more important than price of clothing			No Rating Given		
Committed			No Rating Given		
Enjoy working with people/helping others, positive attitude – not just a job			No Rating Given		
Goal-oriented (2 responses)			No Rating Given		
Good attitude			No Rating Given		
Good self-esteem (2) responses			No Rating Given		
Helpful or willingness			No Rating Given		
Honesty and trustworthiness #1			No Rating Given		
Insurance background from prior work experience			No Rating Given		
Knowledge that drugs & alcohol are a dead end and will get you fired/to learn new skills			No Rating Given		
Knowledge of character and integrity are important to success on the job (18 responses)			No Rating Given		
Listening & accepting constructive feedback to grow			No Rating Given		
Loyalty			No Rating Given		
Managing work/life balance (2 responses)			No Rating Given		

Additional Skills for October 2003 (continued)

Q. 32 – Skills	
Must be careful to give completely accurate information to questions asked by visitors	No Rating Given
New employees need to understand that it's a real job and not school (younger entry level)	No Rating Given
Participates in co-sponsored learning opportunities (3 responses)	No Rating Given
People skills	No Rating Given
Positive attitude	No Rating Given
Relationship building	No Rating Given
Reemphasizing confidentiality – written & oral communication, knowledge of criminal justice and computers helpful	No Rating Given
Trustworthiness	No Rating Given
Value based orientation to the organizational mission	No Rating Given
Willingness to success and grow	No Rating Given

Q. 33 What is the minimum grade average you believe reflects the basic skill attainment needed in your entry-level employees?

GPA	Frequency	Percentage*
*Percentage based on 257 responses		
Not Important	42	16.3%
A Average	86	33.5%
B Average	83	32.3%
C Average	46	17.9%

Q. 34 General comments:

January/February 2004 Survey Comments:

- Students with criminal justice and human service interests can discover many avenues of experience and exposure to every branch of criminal justice through internships in the Sarpy County Victim/Witness unit. Many such students have subsequently found employment here
- I recruit medical transcriptionists from all over the United States and Canada. When you consider you need to return medical records documentation to a client with 98% or better and we try for better, when a new medical transcriptionist is testing with the company they need to be able to produce and pass the testing process with at least a 97% overall test score and I prefer 98% or better. They need to be exposed to internet searching to look up things they can't find in a book. They need to keep their reference library up-to-date, drugs change daily. They need to be exposed to productivity software, expander programs, and on-line web sites, and professional development which will help them in their daily work. They need grammar and punctuation skills and need to be acutely aware of the standards expected of them. Thanks for the opportunity to participate in this survey.
- Some persons do well in hands on conditions rather than testing. I have found that a C average person tends to try harder and achieve more in the long run
- Average is not enough in today's market. One hopefully strives to be more; not accepting complacency or status quo. A breed apart
- When Metro RCS students come to work they're generally well prepared
- Practical computer skills are necessary demand by employers and even the entry-level position needs to have them
- To teach them what they need to know to do their job, not what is just in their books, which they will only use 10% of that info
- If there is a way to teach bridging the gap between, gen xers, Y – Boomers, etc. Expectations of different generations dealing within the workplace, etc.
- I believe this program is on the right track. You people do care about the future of entry level and skilled service personnel. Keep up the good work, keep in touch if we can be of help in the future
- Graduates are providing technical support to architects and engineers. They must be able to communicate by “sketching” ideas. They must also be able to verbalize ideas and understand construction terms of various disciplines
- Good business communication skills and typing skills at a minimum 70 wpm
- Desire to work and serve
- In response to 33, grades themselves aren't as important; however they are an indicator of a person's ability
- This survey was filled out for the craft worker. We would have different STDs for supt/engineer
- Reading at 6th grade level is needed
- For minimum grade point average: absolute minimum [is a C] B average or better demonstrates a desire to learn. These attributes are becoming more critical than ever before, while becoming less obvious to our workforce. We use to think these were the basics, but today's entry-level workforce is not equipped with these qualities

October 2003 Survey Comments:

- We don't hire for a lot of entry level positions. Everyone in our office needs a basic understanding of computers – email, word processing, basic spreadsheets, etc.
- We do not ask for grades when an individual applies for a position as a telephone sales representative
- In this line of business you must be hard working and able to think quickly and work well with animals as well as people
- It is important for young workers to make a commitment and work for the same business for at least one year. This benefits both the worker and the business
- Our company has many different positions that require different skills. Besides sales and administrative, and clerical, our company has sign installation and a construction crew
- Responsibility is a key in the work force today. We see so many individuals applying for positions that lack responsibility for their jobs. They hop from job to job, leave jobs without notice
- Recent graduates sometimes have poor written communication skills and an unfortunate tendency to overestimate their worth to the company. As entry level employees, they typically require training and a “learning curve,” and so are, at least initially, a b
- MCC accepts Xfiles portfolio in lieu of work experience requirement for positions in Job Group A
- Stress being accountable and willing to discuss problems so we can help find solutions
- This is from the perspective of being a full time student
- I think this survey is very comprehensive. I couldn't think of any other qualities to add
- We look for individuals with the minimum requirements for our positions and the right aptitude to succeed at Wells Fargo!
- Technical skills are very important to run our business. However, if we do not have the soft skills to back up the technical skills, we will not have a business to run. Our clients are our business
- A new company, we have not yet hired entry level employees without several years of experience in our specific field
- Extra curricular activities are just as important as grades – scouts – FCCLA, etc.
- Our organization is a little different – Crime Victim Assistance as we must be able to relate to wide range of personalities – from judges to (unreadable word) uneducated people. Must show respect to all. And always ASK QUESTIONS!!!
- Employers need to remember that most entry level employees require more time to learn their jobs
- Requires a “clean” criminal record, good personal character, morals, driving record and ability to pass an intensive background investigation
- We see somewhat of change in the attitude of entry-level employees now vs. 5-10 years ago. Today's crop is not as committed to building a career, yet they are pleasant to work with and aptly trained
- High grades are important of course; however, some of our best workers received average grades
- GPA is a factor but not a determining reason not to hire. It is a variety of skills needed. Companies are equipped to train the hard skills, but the attitude is self driven. We hire people for skills, but fire them on behavior
- Employability prep is a great idea!
- We have 12 different departments in our company. Associate/entry level employee roles vary per department, therefore skills vary
- Our entry level positions can consist of production/assembly skills or administrative support capabilities. Therefore, pre-requisites and parameters vary greatly
- Students often don't recognize that the status quo at school is quite different from that in most businesses. The gap is so big!
- We have had excellent employees who have had very average grade points, so grades that are very high and not top criteria. This can be a very physical job in addition to the need of scientific terminology and background

- We look both at grades in school as well as extra-curricular activities, part-time jobs, athletics and school involvement
- In question 18, a higher grade point average is best “bora”; however, the ability to apply knowledge is most important. Entry-level workers should seek work in areas of their interest and not driven completely by salary. Workers that like what they do are often better employees
- Comments are directed toward what is needed in skilled tradespersons. Same responses apply for those in management positions including job site foremen and project managers, except that written communication becomes much more important
- If an individual could even come close to your first 15 qualities, we would have fabulous workers!
- Our biggest obstacle with entry level employees is sometimes the lack of professionalism or commitment to work
- It’s important to really enjoy what each staff member does. Timing and energy level is important
- Potential work force candidates need to have great interview skills. Answering questions with every other word being “like” doesn’t cut it. Short, concise to the point answers are definite strengths! Practice, practice, practice interviews!
- Radio advertisement is a very time demanding profession which needs a lot of organization skills. Must be a clear thinker and speaker and provide the truth and innovation with clients
- Qualities Remington Heights would look for in entry-level positions are – 1. Strong communication skills 2. Very responsible, punctual 3. Good customer service skills 4. Patience 5. Good rapport with the elderly

35. Please complete items below if you are interested in participating in a ONE-TIME FOCUS GROUP to discuss how businesses can help teach students the skills necessary for entry-level employment success.

February 2004 Names

- Barry Walker
Outpatient Coordinator
NE. Urban Indian Health
2240 Landon Court
Omaha, NE 68102
bwalker@nuihc.com
(402)346-0902 ext. 104
- Randolph Scott
Director, Human Resources
Children and Families
378 Bucher Drive
Boys Town, NE 68010
scottr@girlsandboystown.org
(402)498-1770
- Maria E. Ortiz de Zarate
Occupational Therapist
3660 Orchard Ave. Apt. 114
Omaha, NE 68107
- Margie Heller
CFO & EVP
American National Bank
8990 W. Dodge Rd
Omaha, NE 68114
margie@anbank.com
(402)399-5566
- Susan Shald
Recruiter
The Gallup Organization
10909 Mill Valley Rd
Omaha, NE 68154
Susan_shald@gallup.com
496-1240
- Jay Moore
Moores Landscaping
11999 Cryer Avenue
Omaha, NE 68146
mooreslandscaping@msn.com
(402)333-7515
- Bonnie J. Monico, CMT, FAAMT
MedWare, Inc. National Recruiter
MedWare, Inc.
11912 Westwood Lane (home address)
Omaha, NE 68144
(work)bmonico@medware-inc.com
b.monico@cox.net-personal
402-330-0293, 1-800-881-3131 x235
- Douglas D. Steensma
Director
ADT Monitoring Center
502 Fortune Drive
Papillion, NE 68046
dsteensma@adt.com
402-596-8058
- Bill Riley
Training Supervisor
City of Omaha
5600 So. 10 St.
Omaha, NE 68107
wriley@ci.omaha.ne.us
402-444-3915 ext. 247
- Cindy Crom
Art Dept. Chair
Papillion LaVista Public Schools
10799 Hwy 370
Papillion
ccrom@paplv.esu3.org
829-4600
- Rose Davis
Drafting Technician
Alvine and Assoc.
1101 Douglas
Omaha, NE 68102
Rosedavis8@msn.com
N/A –
- Aaron Latham
IT Director
Westin Foods
11808 West Center Rd
Omaha, NE 68144
aaron@westinfoods.com
402-829-8433
- Gil Smith RRT, BS
Service Leader, Respiratory Care
Nebraska Methodist Hospital
8303 Dodge St.
Omaha, NE 68114
Gsmith2@nmhs.org
(402)354-4677

- Beth Schou
Recruiting Supervisor
Celebrity Staffing
2425 S. 171st
Omaha, NE 68130
eschou@celebritystaff.com
334-7858
- Carol A. Clark
C.D.A.
Dundee Family Dental, P.C.
5006 Dodge Street
Omaha, NE 68123
1-402-554-1333
- Donald F. Prochaska
President/Architect
Prochaska & Associates
11317 Chicago Circle
Omaha, NE 68154-2633
jjones@prochaska.us
402-334-0755
- Susan Catt
HR Mgr
Fremont Area Medical Center
450 E. 23rd St.
Fremont, NE 68025
scatt@famc.org
727-3354
- Ruth Freed
VP Pt Care Division
Nebraska Methodist Hospital
8303 Dodge St.
Omaha, NE 68114
rfreed@nmhs.org
402-354-4210
- Brett Heimes
General Manager, Pt
Dundee Dell Enterprises
5007 Underwood Ave.
Omaha, NE 68132
brettheimes@dundeedell.net
402-553-9501
- Troy Sporcic
Director of IT
Omaha.com
5847 N. 90th St.
Omaha, NE 68134
tsporvic@omaha.com
402-898-2055
- Sue Lobsiger
Second Vice President
First National Bank
1620 Dodge St. Stop 3210
Omaha, NE 68197
slobsiger@fnni.com
636-6400
- Terry R. Campbell
Juvenile Probation Officer
State of Nebraska, ISP
4236 Redman Ave.
Omaha, NE 68111
tcampbell@co.douglas.ne.us
(402)444-6166
*Note: I will be out of town from 12. Feb. to 1. March 04
- James Franks
Training Coordinator
Carpenter/Millwright JATC
1124 So. 13th St.
Omaha, NE 68108
apprent@mitec.net
402-345-8658
- Todd A. Brown
Service Leader Main OR
Methodist Hospital
8303 Dodge St.
Omaha, NE 68114
Tbrown2@nmhs.org
354-4204
- Tom Kessler
Photographer
Kessler Photography
4216 Poppleton Ave.
Omaha, NE 68105
kesslerphotography@cox.net
556-4200
- Bob Carlson
General Manager
AOI Construction
8801 S. 137th Circle
Omaha, NE 68138
bcarlson@aoi-aoi.com
896-5520
- Raymond B. Weinberg
Principal
Silverstone Group
11516 Miracle Hills Drive, Ste. 102
Omaha, NE 68154
rweinberg@sssl.com
402-964-5554

- Dave Jacobs
Owner
Old Mill Lawn and Leisure
10909 Maple
Omaha, NE 68164
Lawn&leisure@tconl.com
(402)493-9300
- Kim Kavan
Office Manager
Initial Tropical Plants
6946 S. 108th St.
La Vista, NE 68116
402-346-4200
- Tony B. Larry
Estimates Team Manager
State Farm Insurance
8614 Giles Road
LaVista, NE 68128
Tony.b.larry.cs12@statefarm.com
402-597-5527
- Hines G. Smith
Chief of Police
Bellevue Police Department
2207 Washington St.
Bellevue, NE 68005
hsmith@bellevue.net
402-293-3105
- Elaine Simpson
Law Office Administrator
McGrath North Mullin and Kratz PC LLO
1601 Dodge St., Suite 3700
Omaha, NE 68102
esimpson@mnmk.com
341-3070
- Ellen Freeman Wakefield
Director
First National Child Develop.
1425 Chicago
Omaha, NE 68102
efreeman@fnni.com
(402)633-2561
- Mel Schwanke
Ch. of Board
Greens Greenhouses, Inc.
1441 N. Bell
Fremont, NE 68025
schwanke@nfinity.com
402-721-0984
- Ronald J. Bolden
Distribution Superintendent
Elec. Utilities City of Fremont
400 E. Military
Fremont, NE 68025
rbolden@fremontne.net
402-727-2655
- Diana Owens
Owner – President
Owns & Associates
7415 North 30th St.
Omaha, NE 68112
dianalowens@hotmail.com
451-8404
- Nadja A. Wilwerding
Supervisor
Community Alliance
4001 Leavenworth
Omaha, NE 68105
mwwnaw@juno.com
(402)341-5128
- Mr. Louis M. Riedmann Sr
C/O Watkins Concrete
14306 Giles Rd
Omaha, NE 68138-3699
- Rita Berthelsen
Hospitality Services Manager
Children’s Hospital
8200 Dodge
Omaha, NE 68114
ritaberthelsen@chsomaha.org
402-955-3724
- Linda Centamore
Dental Assistant
Dental
P.O. Box 34908
Omaha, NE 68134
L100loves@cox.net
492-9303/Home 496-3596 (leave message)
- Ralph P. Altwater
Director of Purchasing
Father Flanagan’s Boy’s Home
14090 Mother Teresa Ln.
Boys Town, NE 68010
altvaterr@boystown.org
(402)498-1160

- Pamela Nared
Owner/Director
Cribs 2 Crayon Child Care
4723 N. 37th St.
Omaha, NE 68111
Nared05@hotmail.com
453-5502
- Gloria Bennett
Vocational Rehab Specialist
Strichlett & Assoc.
14710 W. Dodge Rd, Suite 201
Omaha, NE
493-8686 ext. 21
- Connie Bellows
Mgr. – Emplmt., Empl Rel. & Payroll
Physicians Mutual Insurance Company
2600 Dodge St.
Omaha, NE 68131
Connie.bellows@pmic.com
633-1150
- Rita Berthelsen
Hospitality Services Manager
Children's Hospital
8200 Dodge
Omaha, NE 68114
rberthelsen@chsomaha.org
402-955-3724
- Chris Klaiber
Director of MAT Management
Children's Hospital
8200 Dodge Street
Omaha, NE 68114
CKlaiber@chsomaha.org
402-853-3732
- Bob Krickbaum
Operations Director
Children's Hospital
8200 Dodge Street
Omaha, NE 68114
402-955-3747
- Kathy Schoen
2nd VP HR
Central States Health and Life
Insurance
P.O. Box 34350
Omaha, NE 68134
kschoen@csso.com
(402)399-3350
- Joan Desens
Executive Director
Opera Omaha
1625 Farnam St.
Omaha, NE 68102
jdesens@operaomaha.org
402-346-4398 x105
- Kathleen Reynolds, CCE
Manager
Director Internal Ex/Im
- John R. Fischer
12504 "V" Street
Omaha, NE 68137

October 2003 Names

- Dee Ann Bowen
Administrative Assistant
Signs and Shapes International, Inc.
9988 F Street
Omaha, NE 68127
deeann@signsandshapes.com
402-331-3181
- Christina Sullivan
Development
Children's Respite Care Center
4979 South 118 Street
Omaha, NE 68137
402-861-9900
- Becky Golden
Human Resource Manager
Kiewit Construction Company
3921 Mason Street
Omaha, NE 68105
Becky.golden@kbg.kiewit.com
402-977-4563
- Heather Dall
Human Resources Generalist
Uta Halee/Cooper Village
10625 Calhoun Road
Omaha, NE 68112
hdall@utahalee-cooper.org
402-453-0803 ex. 148
- Joanne Slader
Redstone Communications
Advertising/Marketing
533 North 86th Street
Omaha, Ne 68114
jslader@redstonespark.com
402-392-4852
- Kathleen Kay Bagley
AVP-Human Resources
Wells Fargo Bank
1919 Douglas
Omaha, NE 68102
Kathleen.bagel@wellsfargo.com
402-536-2201
- Barbara A. Wall
Recruiting and Retention Specialist
DialAmerica Marketing, Inc.
9840 M Street
Omaha, Ne 68127
bwall@dialamerica.com
402-331-5311
- Marnie Heider
VP, Human Resources and Administrative Services
Omaha Property and Casualty
3102 Farnam Street
Omaha, NE 68131
402-351-5214
- Gina Trimpey
Director of Sales & Customer Relations
VantagePoint
14301 FNB Parkway, Suite 204
Omaha, NE 68154
gtrimpey@vantagepointcpi.com
402-391-2128
- Julie Titus
Corporate Human Resources Manager
AMCON Distributing Company
7405 Irvington Road
Omaha, NE 68122
jtitus@amcon-dist.com
402-331-3727
- Jason Hochreiter
Placement Consultant
Westaff
2819 South 125th Avenue
Omaha, NE 68144
jhochreiter@westaff.com
402-393-8060
- Carol Russell
Millard Lumber, Inc.
- John Reynolds
Enterprise Account Executive
Midland Computer
11414 West Center Road
Omaha, NE 68144
jreynolds@midcomp.com
402-691-8900 ex. 24
- Larry J. Bottger
President
First Nebraska Bank
232 N Spruce Street, Box 315
Valley, NE 68064
lbottger@firstnebraskabank.com
402-359-2281

- Cindy Tieken
Owner
Whispering Pines Farm and Refuge
32616 Highway 1
Murdock, NE 68407
402-306-3517
- Todd Mills
General Manager
Better Bodies Health Club
4117 South 120th
Omaha, NE 68137
bbmillsy@betterbodies-omaha.com
402-333-5001
- Vic Larson
Owner
Vic's CORN POPPER
13227 Marinda Circle
Omaha, NE 68144
vic@vicspopcornomaha.com
- Joleen Smith David
President, Creative Director
SKAR Advertising
111 South 108th Avenue
Omaha, NE 68154
j david@skar.com
402-330-0110
- Carolyn M. Seymour
Resources
Metropolitan Community College
30th and Fort Streets
Omaha, NE 68103
cseymour@mccneb.edu
402-457-2249
- Kim Cafferty
Owner/President
Johnstone Supply
4444 S 108th Street
Omaha, NE 68137
- Diana Wilkins
Director Student Services
Computer Training
2125 North 120th Street
Omaha, NE 68164
dwilkins@omahanh.com
402-331-4123 ex. 216
- Dianna Wheeler
Human Resource Administrator
Blue Cross and Blue Shield of Nebraska
7261 Mercy Road
Omaha, NE 68180
Dianna.wheeler@bcbnsne.com
402-398-3629
- Jill A. Miller
Recruiter
Wells Fargo Bank
1248 O Street
Lincoln, NE 68508
Jill.a.miller@wellsfargo.com
402-434-4147
- Karen Saunders
Volunteer Coordinator
American Red Cross Heartland Chapter
2912 South 80th Avenue
Omaha, NE 68124
saundersk@usa.redcross.org
402-343-7775
- Jeff Beals
Vice President
Coldwell Banker
362 N 114 Street
Omaha, NE 68154
jbeals@worldgrouppllc.com
402-510-7468
- Tina N. Jensen
Optometrist
Family Vision Care
4967 S 155th Street
Omaha, NE 68137
402-891-1331
- Tony Veland
Registered Representative
21st Century Financial Group, Inc.
14301 FNB Parkway, Ste. 301
Omaha, NE 68154
tveland@juno.com
402-431-8160
- Sean C. Wieting
Owner
Samurai Sam's Teriyaki Grill
18114 Wright Street
Omaha, NE 68130
SCWieting@aol.com
402-330-5588

- Jim Vyhldal
Quality
Tri-V Tool and Manufacturing Company
13434 Centech Road
Omaha, NE 68138
jimv@tri-vtool.com
402-895-9000
- Jeffrey Rodenbarger
Training Coordinator
Drake-Williams Steel
1602 N 11th Street
Omaha, NE 68110
jrodenbarger@wsteel.com
402-943-3453
- Mary Jo Petersen
Owner
MJ Gourmet Baskets
15111 Mason Street
Omaha, NE 68154
insexecMJP@aol.com
402-680-5174
- Shelly Kinney
Medical Case Manager
MedSecure, Inc.
6818 Grover Street
Omaha, NE 68106
skinney@medsecureinc.com
402-932-1654
- Pam Smith
Sales
Omaha.com
Psmith@omaha.com
657-1363 or 898-2063
- Katie Gompert
Sales Representative
Paychex, Inc.
11128 John Galt Blvd.
Omaha, NE 68138
kgompert@paychex.com
402-331-6600 ex. 103
- Linda Osborne
Company Rep.
At Your Service Errands
6614 B Street, P.O. Box 6552
Omaha, NE 68106
atyourservice@glx.net
402-393-9922
- Susannah C. Dunn
Assistant Manager
The Children's Place
3001 S. 144th Street
Omaha, NE 68164
margirl@hotmail.com
402-334-7775
- Terri Lonowski
Program Manager
Department of Defense
5305 F Street
Omaha, NE 68117
402-733-7660
- Chris Kilroy
Investment Representative
Edward Jones
5170 Leavenworth Street
Omaha, NE 68106
kilromaha@hotmail.com
402-558-2111
- Barb Froistad
HR Manager
Drake-Williams Steel
2301 Hickory Street
Omaha, NE 68003
bfroistad@dwsteel.com
402-943-3425
- Jim Bosco
VP Operations
Regal Printing
10123 L Street
Omaha, NE 68127
402-339-9797
- Brenda J. Smith
Deputy Chief of Police
Chief's Executive Office
Omaha Police Department
505 South 15th Street
Omaha, NE 68102
bsmith@ci.omaha.ne.us
402-444-5644
- Stephen F. Tellatin
Deputy Chief of Police
Fremont Police Department
725 N. Park Avenue
Fremont, NE 68025
sftellatin@68025.com
402-727-2687

- Richard A. O’Gara
Director of Employment
HDR, Inc.
8404 Indian Hills Drive
Omaha, NE 68114
Dick.ogara@hdrinc.com
402-399-4872
- Douglas Maline
Diversity Coordinator
OPPD
444 S 16th Street Mail
Omaha, NE 68102
dmaline@oppd.com
402-636-3739
- Margie Heller
CFO
American National Bank
8990 W Dodge Road
Omaha, NE 68114
402-399-5566
- Bob Edick
General Superintendent
Kiewit Construction
3921 Mason Street
Omaha, NE 68105
Bob.edick@kbg.kiewit.com
402-977-4530
- Jessica McCormick
District Manager
Kelly Services, Inc.
14301 FNB Parkway #112
Omaha, NE 68154
Jessica_mccormick@kellyservices.com
402-496-4656
- Patty Schmitz
Partnered Staffing Supervisor
Kelly Services, Inc.
14301 FNB Pkwy #112
Omaha, NE 68154
schmipa@kellyservices.com
402-496-4656
- Jennifer Dalbey
Corporate Training Specialist
Tender Heart Treasures
10917 Harry Watanabe Parkway
LaVista, NE 68127
jdalbey@tenderheart.com
402-593-1313 ex 3275
- Kathy Vires
Senior Aquarium Supervisor
Intern Advisor
Omaha’s Henry Doorly Zoo
3701 South 10th Street
Omaha, NE 68107
kathyv@omahazoo.com
402-738-2086
- Jody Hayes
HR Director
SAC Federal Credit Union
11515 S 39th Street
Bellevue, NE 68123
jhayes@sacfcu.com
402-829-6285
- Regina Ebong
Managing Owner
Regina Ebong, CPA
302 S 36th Street, Ste 105
Omaha, NE 68145
402-346-1526
- Natalie Wallis
Employment Manager
Werner Enterprises
P.O. Box 45308
Omaha, NE 68145
nwallis@werner.com
402-894-301 ex. 2117
- Craig Carlson
Broadcast TV Engineer
Metropolitan Community College
P.O. Box 3777
Omaha, NE 68103
ccarlson@mccneb.edu
402-389-1240 / cell 402-677-4696
- Marsha L. Babcock
Executive Vice president
Mechanical Contractors Assn. Of Omaha
7561 Main Street #408
Omaha, NE 68127
mbabcock@msn.com
402-592-3330
- Karen Davis
Outreach Coordinator
2nd Congressional District Office
11640 Arbor Street, Ste 100
Omaha, NE 68144
karen.davis@mail.house.gov
402-397-9944

- Marilyn Herck
Human Resource Manager
Kutak Rock LLP
1650 Farnam Street
Omaha, NE 68102
Marilynn-herck@kutakrock.com
402-346-6000
- Jeff Polesky
Application Development Manager I.T.
Empire Insurance Company
13810 FNB Parkway
Omaha, NE 68154
Jeff-polesky@zurichna.com
402-963-5000 ex. 4254
- Robert Patterson
Assistant Executive Director
Social Settlement Association
4860 Q Street
Omaha, NE 68117
rpattersonssa@hotmail.com
402-731-6988
- Tony Larry
Estimates Team Manager
State Farm Insurance
8614 Giles Road
LaVista, NE 68128
Tony.B.Larry@statefarm.com
402-597-5527
- Dinah J. Reineke
Corporate Training and Development
Manager
Omaha Steaks
10909 John Galt
Omaha, NE 68130
dinahr@omahasteaks.com
402-597-8309
- Steve Bross
Apprenticeship Director
Omaha Community Playhouse
6915 Cass Street
Omaha, NE 68132
sbross@omahaplayhouse.com
402-553-4890 ex. 144
- Jeanne Struble
General Manager
Mature Resources
12020 Shamrock Plaza – Suite 110
Omaha, NE 68154
Jeanne@mature-resources.com
402-390-2399
- Kenneth Merrih
Marketing Consultant
Waitt Radio
5011 Capitol
Omaha, NE 68132
402-977-9355

The following pages of tables are skill qualities cross-tabbed by career cluster. Each table illustrates how many respondents from a specific career cluster rated each skill quality.

Skills	Agriculture, Food, and Natural Resources				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 17 of 137)	82.4% (14)	17.6% (3)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 17 of 137)	64.7% (11)	35.3% (6)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 17 of 137)	76.5% (13)	11.8% (2)	11.8% (2)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 17 of 137)	35.3% (6)	47.1% (8)	11.8% (2)	5.9% (1)	0.0% (0)
8- Teamwork (Total Response = 17 of 137)	64.7% (11)	29.4% (5)	5.9% (1)	0.0% (0)	0.0% (0)
9- Organization (Total Response = 17 of 137)	41.2% (7)	41.2% (7)	17.6% (3)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 17 of 137)	64.7% (11)	17.6% (3)	11.8% (2)	5.9% (1)	0.0% (0)
11- Customer Service (Total Response = 17 of 136)	76.5% (13)	23.5% (4)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 17 of 136)	23.5% (4)	64.7% (11)	11.8% (2)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 17 of 136)	29.4% (5)	70.6% (12)	0.0% (0)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 17 of 136)	58.8% (10)	35.3% (6)	5.9% (1)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 17 of 136)	47.1% (8)	41.2% (7)	11.8% (2)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 17 of 136)	35.3% (6)	52.9% (9)	11.8% (2)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 17 of 136)	64.7% (11)	29.4% (5)	5.9% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 17 of 136)	64.7% (11)	23.5% (4)	11.8% (2)	0.0% (0)	0.0% (0)

Skills	Agriculture, Food, and Natural Resources				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	30.0%	50.0%	20.0%	0.0%	0.0%
(Total Response = 10 of 129)	(3)	(5)	(2)	(0)	(0)
20- Mathematical Expression	10.0%	50.0%	40.0%	0.0%	0.0%
(Total Response = 10 of 129)	(1)	(5)	(4)	(0)	(0)
21- Personal Health and Wellness	20.0%	60.0%	20.0%	0.0%	0.0%
(Total Response = 10 of 129)	(2)	(6)	(2)	(0)	(0)
22- Commitment to Lifelong Learning	0.0%	80.0%	20.0%	0.0%	0.0%
(Total Response = 10 of 129)	(0)	(8)	(2)	(0)	(0)
23- Computer Literacy	40.0%	30.0%	10.0%	10.0%	10.0%
(Total Response = 10 of 128)	(4)	(3)	(1)	(1)	(1)
24- Humanities and Arts	20.0%	30.0%	40.0%	0.0%	10.0%
(Total Response = 10 of 128)	(2)	(3)	(4)	(0)	(1)
25- Citizenship	10.0%	30.0%	50.0%	0.0%	10.0%
(Total Response = 10 of 128)	(1)	(3)	(5)	(0)	(1)
26- Personal Finance	11.1%	22.2%	55.6%	0.0%	11.1%
(Total Response = 9 of 124)	(1)	(2)	(5)	(0)	(1)
27- Scientific Literacy	0.0%	40.0%	50.0%	10.0%	0.0%
(Total Response = 10 of 113)	(0)	(4)	(5)	(1)	(0)
28- Scientific Inquiry	0.0%	11.1%	44.4%	33.3%	11.1%
(Total Response = 9 of 116)	(0)	(1)	(4)	(3)	(1)
29- Flexibility	10.0%	80.0%	10.0%	0.0%	0.0%
(Total Response = 10 of 128)	(1)	(8)	(1)	(0)	(0)
30- Reading	10.0%	60.0%	30.0%	0.0%	0.0%
(Total Response = 10 of 127)	(1)	(6)	(3)	(0)	(0)

Skills	Arts, A/V Technology, Communications				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 18 of 141)	72.2% (13)	27.8% (5)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 18 of 141)	66.7% (12)	33.3% (6)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 18 of 141)	61.1% (11)	27.8% (5)	5.6% (1)	5.6% (1)	0.0% (0)
7- Written Communication (Total Response = 18 of 141)	38.9% (7)	50.0% (9)	11.1% (2)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 18 of 141)	66.7% (12)	22.2% (4)	11.1% (2)	0.0% (0)	0.0% (0)
9- Organization (Total Response = 18 of 141)	38.9% (7)	44.4% (8)	16.7% (3)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 18 of 141)	38.9% (7)	55.6% (10)	5.6% (1)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 18 of 140)	66.7% (12)	33.3% (6)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 18 of 140)	27.8% (5)	55.6% (10)	16.7% (3)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 18 of 140)	33.3% (6)	55.6% (10)	11.1% (2)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 18 of 140)	50.0% (9)	38.9% (7)	11.1% (2)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 18 of 140)	50.0% (9)	38.9% (7)	5.6% (1)	0.0% (0)	5.6% (1)
16- Perseverance (Total Response = 18 of 140)	44.4% (8)	38.9% (7)	16.7% (3)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 18 of 140)	55.6% (10)	44.4% (8)	0.0% (0)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 18 of 140)	38.9% (7)	38.9% (7)	16.7% (3)	0.0% (0)	5.6% (1)

Skills	Arts, A/V Technology, Communications				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	28.6%	57.1%	14.3%	0.0%	0.0%
(Total Response = 7 of 129)	(2)	(4)	(1)	(0)	(0)
20- Mathematical Expression	14.3%	71.4%	14.3%	0.0%	0.0%
(Total Response = 7 of 129)	(1)	(5)	(1)	(0)	(0)
21- Personal Health and Wellness	28.6%	28.6%	42.9%	0.0%	0.0%
(Total Response = 7 of 129)	(2)	(2)	(3)	(0)	(0)
22- Commitment to Lifelong Learning	14.3%	42.9%	42.9%	0.0%	0.0%
(Total Response = 7 of 129)	(1)	(3)	(3)	(0)	(0)
23- Computer Literacy	28.6%	57.1%	14.3%	0.0%	0.0%
(Total Response = 7 of 128)	(2)	(4)	(1)	(0)	(0)
24- Humanities and Arts	42.9%	14.3%	28.6%	14.3%	0.0%
(Total Response = 7 of 128)	(3)	(1)	(2)	(1)	(0)
25- Citizenship	14.3%	42.9%	42.9%	0.0%	0.0%
(Total Response = 7 of 128)	(1)	(3)	(3)	(0)	(0)
26- Personal Finance	33.3%	16.7%	50.0%	0.0%	0.0%
(Total Response = 6 of 124)	(2)	(1)	(3)	(0)	(0)
27- Scientific Literacy	14.3%	42.9%	42.9%	0.0%	0.0%
(Total Response = 7 of 113)	(1)	(3)	(3)	(0)	(0)
28- Scientific Inquiry	16.7%	50.0%	33.3%	0.0%	0.0%
(Total Response = 6 of 116)	(1)	(3)	(2)	(0)	(0)
29- Flexibility	42.9%	28.6%	28.6%	0.0%	0.0%
(Total Response = 7 of 128)	(3)	(2)	(2)	(0)	(0)
30- Reading	42.9%	42.9%	14.3%	0.0%	0.0%
(Total Response = 7 of 127)	(3)	(3)	(1)	(0)	(0)

Skills	Education and Training				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 44 of 151)	79.5% (35)	20.5% (9)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 44 of 151)	52.3% (23)	47.7% (21)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 44 of 151)	43.2% (19)	47.7% (21)	9.1% (4)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 44 of 151)	29.5% (13)	47.7% (21)	22.7% (10)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 44 of 151)	43.2% (19)	52.3% (23)	4.5% (2)	0.0% (0)	0.0% (0)
9- Organization (Total Response = 44 of 151)	22.7% (10)	59.1% (26)	18.2% (8)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 44 of 151)	43.2% (19)	36.4% (16)	20.5% (9)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 44 of 150)	61.4% (27)	34.1% (15)	4.5% (2)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 44 of 150)	34.1% (15)	43.2% (19)	20.5% (9)	2.3% (1)	0.0% (0)
13- Self-Improvement (Total Response = 43 of 149)	30.2% (13)	53.5% (23)	16.3% (7)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 44 of 150)	36.4% (16)	50.0% (22)	13.6% (6)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 44 of 150)	31.8% (14)	52.3% (23)	15.9% (7)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 44 of 150)	18.2% (8)	56.8% (25)	25.0% (11)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 44 of 150)	56.8% (25)	34.1% (15)	9.1% (4)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 44 of 150)	47.7% (21)	40.9% (18)	11.4% (5)	0.0% (0)	0.0% (0)

Skills	Education and Training				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	8.7%	56.5%	34.8%	0.0%	0.0%
(Total Response = 23 of 129)	(2)	(13)	(8)	(0)	(0)
20- Mathematical Expression	4.3%	43.5%	34.8%	13.0%	4.3%
(Total Response = 23 of 129)	(1)	(10)	(8)	(3)	(1)
21- Personal Health and Wellness	30.4%	52.2%	17.4%	0.0%	0.0%
(Total Response = 23 of 129)	(7)	(12)	(4)	(0)	(0)
22- Commitment to Lifelong Learning	21.7%	47.8%	26.1%	0.0%	4.3%
(Total Response = 23 of 129)	(5)	(11)	(6)	(0)	(1)
23- Computer Literacy	21.7%	52.2%	17.4%	4.3%	4.3%
(Total Response = 23 of 128)	(5)	(12)	(4)	(1)	(1)
24- Humanities and Arts	4.3%	17.4%	60.9%	13.0%	4.3%
(Total Response = 23 of 128)	(1)	(4)	(14)	(3)	(1)
25- Citizenship	13.0%	30.4%	39.1%	4.3%	13.0%
(Total Response = 23 of 128)	(3)	(7)	(9)	(1)	(3)
26- Personal Finance	0.0%	19.0%	57.1%	9.5%	14.3%
(Total Response = 21 of 124)	(0)	(4)	(12)	(2)	(3)
27- Scientific Literacy	0.0%	27.3%	45.5%	22.7%	4.5%
(Total Response = 22 of 113)	(0)	(6)	(10)	(5)	(1)
28- Scientific Inquiry	5.0%	35.0%	25.0%	30.0%	5.0%
(Total Response = 20 of 116)	(1)	(7)	(5)	(6)	(1)
29- Flexibility	34.8%	52.2%	13.0%	0.0%	0.0%
(Total Response = 23 of 128)	(8)	(12)	(3)	(0)	(0)
30- Reading	34.8%	56.5%	8.7%	0.0%	0.0%
(Total Response = 23 of 127)	(8)	(13)	(2)	(0)	(0)

Skills	Government and Public Administration				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 16 of 137)	75.0% (12)	25.0% (4)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 17 of 138)	70.6% (12)	29.4% (5)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 17 of 138)	52.9% (9)	47.1% (8)	0.0% (0)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 17 of 138)	41.2% (7)	47.1% (8)	11.8% (2)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 17 of 138)	64.7% (11)	29.4% (5)	5.9% (1)	0.0% (0)	0.0% (0)
9- Organization (Total Response = 17 of 138)	41.2% (7)	47.1% (8)	11.8% (2)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 17 of 138)	47.1% (8)	41.2% (7)	11.8% (2)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 17 of 137)	70.6% (12)	23.5% (4)	5.9% (1)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 17 of 137)	23.5% (4)	41.2% (7)	35.3% (6)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 17 of 137)	29.4% (5)	52.9% (9)	17.6% (3)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 17 of 137)	58.8% (10)	23.5% (4)	17.6% (3)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 17 of 137)	52.9% (9)	41.2% (7)	5.9% (1)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 17 of 137)	17.6% (3)	58.8% (10)	23.5% (4)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 17 of 137)	64.7% (11)	35.3% (6)	0.0% (0)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 17 of 137)	58.8% (10)	35.3% (6)	5.9% (1)	0.0% (0)	0.0% (0)

Skills	Government and Public Administration				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	33.3%	66.7%	0.0%	0.0%	0.0%
(Total Response = 9 of 129)	(3)	(6)	(0)	(0)	(0)
20- Mathematical Expression	22.2%	22.2%	44.4%	11.1%	0.0%
(Total Response = 9 of 129)	(2)	(2)	(4)	(1)	(0)
21- Personal Health and Wellness	33.3%	55.6%	11.1%	0.0%	0.0%
(Total Response = 9 of 129)	(3)	(5)	(1)	(0)	(0)
22- Commitment to Lifelong Learning	22.2%	44.4%	22.2%	11.1%	0.0%
(Total Response = 9 of 129)	(2)	(4)	(2)	(1)	(0)
23- Computer Literacy	22.2%	55.6%	22.2%	0.0%	0.0%
(Total Response = 9 of 128)	(2)	(5)	(2)	(0)	(0)
24- Humanities and Arts	0.0%	0.0%	44.4%	33.3%	22.2%
(Total Response = 9 of 128)	(0)	(0)	(4)	(3)	(2)
25- Citizenship	0.0%	62.5%	25.0%	0.0%	12.5%
(Total Response = 8 of 128)	(0)	(5)	(2)	(0)	(1)
26- Personal Finance	0.0%	42.9%	42.9%	0.0%	14.3%
(Total Response = 7 of 124)	(0)	(3)	(3)	(0)	(1)
27- Scientific Literacy	0.0%	33.3%	16.7%	0.0%	50.0%
(Total Response = 6 of 113)	(0)	(2)	(1)	(0)	(3)
28- Scientific Inquiry	14.3%	14.3%	42.9%	0.0%	28.6%
(Total Response = 7 of 116)	(1)	(1)	(3)	(0)	(2)
29- Flexibility	37.5%	37.5%	25.0%	0.0%	0.0%
(Total Response = 8 of 128)	(3)	(3)	(2)	(0)	(0)
30- Reading	12.5%	50.0%	37.5%	0.0%	0.0%
(Total Response = 8 of 127)	(1)	(4)	(3)	(0)	(0)

Skills	Hospitality and Tourism				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality	71.4%	28.6%	0.0%	0.0%	0.0%
(Total Response = 7 of 133)	(5)	(2)	(0)	(0)	(0)
5- Desire to Learn	42.9%	57.1%	0.0%	0.0%	0.0%
(Total Response = 7 of 133)	(3)	(4)	(0)	(0)	(0)
6- Oral Communication	57.1%	28.6%	14.3%	0.0%	0.0%
(Total Response = 7 of 133)	(4)	(2)	(1)	(0)	(0)
7- Written Communication	28.6%	57.1%	14.3%	0.0%	0.0%
(Total Response = 7 of 133)	(2)	(4)	(1)	(0)	(0)
8- Teamwork	28.6%	57.1%	14.3%	0.0%	0.0%
(Total Response = 7 of 133)	(2)	(4)	(1)	(0)	(0)
9- Organization	14.3%	71.4%	14.3%	0.0%	0.0%
(Total Response = 7 of 133)	(1)	(5)	(1)	(0)	(0)
10- Problem Solving	28.6%	57.1%	14.3%	0.0%	0.0%
(Total Response = 7 of 133)	(2)	(4)	(1)	(0)	(0)
11- Customer Service	71.4%	28.6%	0.0%	0.0%	0.0%
(Total Response = 7 of 132)	(5)	(2)	(0)	(0)	(0)
12- Motivation/Initiative	14.3%	71.4%	14.3%	0.0%	0.0%
(Total Response = 7 of 132)	(1)	(5)	(1)	(0)	(0)
13- Self-Improvement	14.3%	71.4%	14.3%	0.0%	0.0%
(Total Response = 7 of 132)	(1)	(5)	(1)	(0)	(0)
14- Professionalism	28.6%	71.4%	0.0%	0.0%	0.0%
(Total Response = 7 of 132)	(2)	(5)	(0)	(0)	(0)
15- Time Management	42.9%	57.1%	0.0%	0.0%	0.0%
(Total Response = 7 of 132)	(3)	(4)	(0)	(0)	(0)
16- Perseverance	28.6%	57.1%	14.3%	0.0%	0.0%
(Total Response = 7 of 132)	(2)	(4)	(1)	(0)	(0)
17- Follow Through	14.3%	85.7%	0.0%	0.0%	0.0%
(Total Response = 7 of 132)	(1)	(6)	(0)	(0)	(0)
18- Diversity	42.9%	42.9%	14.3%	0.0%	0.0%
(Total Response = 7 of 132)	(3)	(3)	(1)	(0)	(0)

Skills	Hospitality and Tourism				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	0.0%	75.0%	25.0%	0.0%	0.0%
(Total Response = 4 of 129)	(0)	(3)	(1)	(0)	(0)
20- Mathematical Expression	25.0%	50.0%	25.0%	0.0%	0.0%
(Total Response = 4 of 129)	(1)	(2)	(1)	(0)	(0)
21- Personal Health and Wellness	50.0%	50.0%	0.0%	0.0%	0.0%
(Total Response = 4 of 129)	(2)	(2)	(0)	(0)	(0)
22- Commitment to Lifelong Learning	0.0%	75.0%	25.0%	0.0%	0.0%
(Total Response = 4 of 129)	(0)	(3)	(1)	(0)	(0)
23- Computer Literacy	25.0%	25.0%	50.0%	0.0%	0.0%
(Total Response = 4 of 128)	(1)	(1)	(2)	(0)	(0)
24- Humanities and Arts	0.0%	25.0%	25.0%	0.0%	50.0%
(Total Response = 4 of 128)	(0)	(1)	(1)	(0)	(2)
25- Citizenship	33.3%	0.0%	66.7%	0.0%	0.0%
(Total Response = 3 of 128)	(1)	(0)	(2)	(0)	(0)
26- Personal Finance	33.3%	0.0%	66.7%	0.0%	0.0%
(Total Response = 3 of 124)	(1)	(0)	(2)	(0)	(0)
27- Scientific Literacy	0.0%	66.7%	33.3%	0.0%	0.0%
(Total Response = 3 of 113)	(0)	(2)	(1)	(0)	(0)
28- Scientific Inquiry	0.0%	0.0%	33.3%	0.0%	66.7%
(Total Response = 3 of 116)	(0)	(0)	(1)	(0)	(2)
29- Flexibility	0.0%	100.0%	0.0%	0.0%	0.0%
(Total Response = 4 of 128)	(0)	(4)	(0)	(0)	(0)
30- Reading	0.0%	100.0%	0.0%	0.0%	0.0%
(Total Response = 4 of 127)	(0)	(4)	(0)	(0)	(0)

Skills	Information Technology				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 24 of 140)	66.7% (16)	29.2% (7)	4.2% (1)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 24 of 140)	70.8% (17)	29.2% (7)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 24 of 140)	50.0% (12)	41.7% (10)	8.3% (2)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 24 of 140)	37.5% (9)	54.2% (13)	8.3% (2)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 24 of 140)	54.2% (13)	33.3% (8)	8.3% (2)	0.0% (0)	4.2% (1)
9- Organization (Total Response = 24 of 140)	20.8% (5)	62.5% (15)	16.7% (4)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 24 of 140)	54.2% (13)	41.7% (10)	4.2% (1)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 24 of 139)	75.0% (18)	20.8% (5)	4.2% (1)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 24 of 139)	37.5% (9)	50.0% (12)	12.5% (3)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 24 of 139)	33.3% (8)	50.0% (12)	16.7% (4)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 24 of 139)	29.2% (7)	62.5% (15)	8.3% (2)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 24 of 139)	33.3% (8)	62.5% (15)	4.2% (1)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 24 of 139)	16.7% (4)	58.3% (14)	25.0% (6)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 24 of 139)	54.2% (13)	41.7% (10)	4.2% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 24 of 139)	37.5% (9)	37.5% (9)	20.8% (5)	0.0% (0)	4.2% (1)

Skills	Information Technology				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	14.3%	71.4%	14.3%	0.0%	0.0%
(Total Response = 14 of 129)	(2)	(10)	(2)	(0)	(0)
20- Mathematical Expression	7.1%	64.3%	28.6%	0.0%	0.0%
(Total Response = 14 of 129)	(1)	(9)	(4)	(0)	(0)
21- Personal Health and Wellness	14.3%	50.0%	28.6%	0.0%	7.1%
(Total Response = 14 of 129)	(2)	(7)	(4)	(0)	(1)
22- Commitment to Lifelong Learning	21.4%	42.9%	35.7%	0.0%	0.0%
(Total Response = 14 of 129)	(3)	(6)	(5)	(0)	(0)
23- Computer Literacy	57.1%	28.6%	7.1%	7.1%	0.0%
(Total Response = 14 of 128)	(8)	(4)	(1)	(1)	(0)
24- Humanities and Arts	7.1%	14.3%	35.7%	35.7%	7.1%
(Total Response = 14 of 128)	(1)	(2)	(5)	(5)	(1)
25- Citizenship	7.1%	28.6%	64.3%	0.0%	0.0%
(Total Response = 14 of 128)	(1)	(4)	(9)	(0)	(0)
26- Personal Finance	7.7%	30.8%	46.2%	0.0%	15.4%
(Total Response = 13 of 124)	(1)	(4)	(6)	(0)	(2)
27- Scientific Literacy	9.1%	45.5%	36.4%	0.0%	9.1%
(Total Response = 11 of 113)	(1)	(5)	(4)	(0)	(1)
28- Scientific Inquiry	9.1%	45.5%	45.5%	0.0%	0.0%
(Total Response = 11 of 116)	(1)	(5)	(5)	(0)	(0)
29- Flexibility	28.6%	50.0%	21.4%	0.0%	0.0%
(Total Response = 14 of 128)	(4)	(7)	(3)	(0)	(0)
30- Reading	35.7%	42.9%	21.4%	0.0%	0.0%
(Total Response = 14 of 127)	(5)	(6)	(3)	(0)	(0)

Skills	Manufacturing				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 28 of 145)	89.3% (25)	10.7% (3)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 28 of 145)	64.3% (18)	35.7% (10)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 28 of 145)	32.1% (9)	53.6% (15)	10.7% (3)	0.0% (0)	3.6% (1)
7- Written Communication (Total Response = 28 of 145)	14.3% (4)	50.0% (14)	35.7% (10)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 28 of 145)	39.3% (11)	53.6% (15)	3.6% (1)	0.0% (0)	3.6% (1)
9- Organization (Total Response = 28 of 145)	14.3% (4)	46.4% (13)	35.7% (10)	3.6% (1)	0.0% (0)
10- Problem Solving (Total Response = 28 of 145)	39.3% (11)	46.4% (13)	14.3% (4)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 28 of 144)	53.6% (15)	46.4% (13)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 28 of 144)	39.3% (11)	50.0% (14)	10.7% (3)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 28 of 144)	39.3% (11)	50.0% (14)	10.7% (3)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 28 of 144)	28.6% (8)	60.7% (17)	10.7% (3)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 28 of 144)	42.9% (12)	28.6% (8)	25.0% (7)	0.0% (0)	3.6% (1)
16- Perseverance (Total Response = 28 of 144)	17.9% (5)	60.7% (17)	21.4% (6)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 28 of 144)	46.4% (13)	46.4% (13)	7.1% (2)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 28 of 144)	42.9% (12)	32.1% (9)	21.4% (6)	0.0% (0)	3.6% (1)

Skills	Manufacturing				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	15.4%	46.2%	38.5%	0.0%	0.0%
(Total Response = 13 of 129)	(2)	(6)	(5)	(0)	(0)
20- Mathematical Expression	15.4%	38.5%	38.5%	7.7%	0.0%
(Total Response = 13 of 129)	(2)	(5)	(5)	(1)	(0)
21- Personal Health and Wellness	23.1%	23.1%	38.5%	7.7%	7.7%
(Total Response = 13 of 129)	(3)	(3)	(5)	(1)	(1)
22- Commitment to Lifelong Learning	15.4%	53.8%	30.8%	0.0%	0.0%
(Total Response = 13 of 129)	(2)	(7)	(4)	(0)	(0)
23- Computer Literacy	23.1%	15.4%	46.2%	15.4%	0.0%
(Total Response = 13 of 128)	(3)	(2)	(6)	(2)	(0)
24- Humanities and Arts	7.7%	7.7%	23.1%	53.8%	7.7%
(Total Response = 13 of 128)	(1)	(1)	(3)	(7)	(1)
25- Citizenship	15.4%	15.4%	53.8%	15.4%	0.0%
(Total Response = 13 of 128)	(2)	(2)	(7)	(2)	(0)
26- Personal Finance	15.4%	23.1%	46.2%	7.7%	7.7%
(Total Response = 13 of 124)	(2)	(3)	(6)	(1)	(1)
27- Scientific Literacy	8.3%	25.0%	33.3%	16.7%	16.7%
(Total Response = 12 of 113)	(1)	(3)	(4)	(2)	(2)
28- Scientific Inquiry	9.1%	9.1%	36.4%	27.3%	18.2%
(Total Response = 11 of 116)	(1)	(1)	(4)	(3)	(2)
29- Flexibility	15.4%	53.8%	23.1%	7.7%	0.0%
(Total Response = 13 of 128)	(2)	(7)	(3)	(1)	(0)
30- Reading	15.4%	38.5%	38.5%	7.7%	0.0%
(Total Response = 13 of 127)	(2)	(5)	(5)	(1)	(0)

Skills	Scientific Research & Engineering				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 8 of 135)	87.5% (7)	12.5% (1)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 8 of 135)	37.5% (3)	62.5% (5)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 8 of 135)	37.5% (3)	62.5% (5)	0.0% (0)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 8 of 135)	25.0% (2)	37.5% (3)	37.5% (3)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 8 of 135)	75.0% (6)	25.0% (2)	0.0% (0)	0.0% (0)	0.0% (0)
9- Organization (Total Response = 8 of 135)	37.5% (3)	50.0% (4)	12.5% (1)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 8 of 135)	62.5% (5)	25.0% (2)	12.5% (1)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 8 of 134)	62.5% (5)	25.0% (2)	12.5% (1)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 8 of 134)	50.0% (4)	37.5% (3)	12.5% (1)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 7 of 134)	28.6% (2)	71.4% (5)	0.0% (0)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 8 of 134)	37.5% (3)	37.5% (3)	25.0% (2)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 8 of 134)	50.0% (4)	50.0% (4)	0.0% (0)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 8 of 134)	25.0% (2)	62.5% (5)	12.5% (1)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 8 of 134)	62.5% (5)	25.0% (2)	12.5% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 8 of 134)	50.0% (4)	25.0% (2)	25.0% (2)	0.0% (0)	0.0% (0)

Skills	Scientific Research & Engineering				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	66.7%	33.3%	0.0%	0.0%	0.0%
(Total Response = 3 of 129)	(2)	(1)	(0)	(0)	(0)
20- Mathematical Expression	66.7%	0.0%	33.3%	0.0%	0.0%
(Total Response = 3 of 129)	(2)	(0)	(1)	(0)	(0)
21- Personal Health and Wellness	33.3%	66.7%	0.0%	0.0%	0.0%
(Total Response = 3 of 129)	(1)	(2)	(0)	(0)	(0)
22- Commitment to Lifelong Learning	66.7%	33.3%	0.0%	0.0%	0.0%
(Total Response = 3 of 129)	(2)	(1)	(0)	(0)	(0)
23- Computer Literacy	66.7%	33.3%	0.0%	0.0%	0.0%
(Total Response = 3 of 128)	(2)	(1)	(0)	(0)	(0)
24- Humanities and Arts	33.3%	33.3%	0.0%	33.3%	0.0%
(Total Response = 3 of 128)	(1)	(1)	(0)	(1)	(0)
25- Citizenship	33.3%	33.3%	33.3%	0.0%	0.0%
(Total Response = 3 of 128)	(1)	(1)	(1)	(0)	(0)
26- Personal Finance	33.3%	33.3%	33.3%	0.0%	0.0%
(Total Response = 3 of 124)	(1)	(1)	(1)	(0)	(0)
27- Scientific Literacy	33.3%	66.7%	0.0%	0.0%	0.0%
(Total Response = 3 of 113)	(1)	(2)	(0)	(0)	(0)
28- Scientific Inquiry	66.7%	33.3%	0.0%	0.0%	0.0%
(Total Response = 3 of 116)	(2)	(1)	(0)	(0)	(0)
29- Flexibility	100.0%	0.0%	0.0%	0.0%	0.0%
(Total Response = 3 of 128)	(3)	(0)	(0)	(0)	(0)
30- Reading	66.7%	33.3%	0.0%	0.0%	0.0%
(Total Response = 3 of 127)	(2)	(1)	(0)	(0)	(0)

Skills	Architecture and Construction				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality	79.4%	20.6%	0.0%	0.0%	0.0%
(Total Response =34 of 145)	(27)	(7)	(0)	(0)	(0)
5- Desire to Learn	64.7%	35.3%	0.0%	0.0%	0.0%
(Total Response =34 of 145)	(22)	(12)	(0)	(0)	(0)
6- Oral Communication	44.1%	47.1%	8.8%	0.0%	0.0%
(Total Response =34 of 145)	(15)	(16)	(3)	(0)	(0)
7- Written Communication	17.6%	58.8%	20.6%	2.9%	0.0%
(Total Response =34 of 145)	(6)	(20)	(7)	(1)	(0)
8- Teamwork	58.8%	38.2%	2.9%	0.0%	0.0%
(Total Response =34 of 145)	(20)	(13)	(1)	(0)	(0)
9- Organization	29.4%	58.8%	11.8%	0.0%	0.0%
(Total Response =34 of 145)	(10)	(20)	(4)	(0)	(0)
10- Problem Solving	50.0%	41.2%	8.8%	0.0%	0.0%
(Total Response =34 of 145)	(17)	(14)	(3)	(0)	(0)
11- Customer Service	52.9%	35.3%	11.8%	0.0%	0.0%
(Total Response =34 of 144)	(18)	(12)	(4)	(0)	(0)
12- Motivation/Initiative	35.3%	58.8%	5.9%	0.0%	0.0%
(Total Response =34 of 144)	(12)	(20)	(2)	(0)	(0)
13- Self-Improvement	24.2%	66.7%	9.1%	0.0%	0.0%
(Total Response =33 of 144)	(8)	(22)	(3)	(0)	(0)
14- Professionalism	38.2%	47.1%	14.7%	0.0%	0.0%
(Total Response =34 of 144)	(13)	(16)	(5)	(0)	(0)
15- Time Management	32.4%	58.8%	5.9%	2.9%	0.0%
(Total Response =34 of 144)	(11)	(20)	(2)	(1)	(0)
16- Perseverance	35.3%	55.9%	8.8%	0.0%	0.0%
(Total Response =34 of 144)	(12)	(19)	(3)	(0)	(0)
17- Follow Through	50.0%	44.1%	5.9%	0.0%	0.0%
(Total Response =34 of 144)	(17)	(15)	(2)	(0)	(0)
18- Diversity	29.4%	55.9%	11.8%	0.0%	2.9%
(Total Response =34 of 144)	(10)	(19)	(4)	(0)	(1)

Skills	Architecture and Construction				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	21.1%	52.6%	26.3%	0.0%	0.0%
(Total Response = 19 of 129)	(4)	(10)	(5)	(0)	(0)
20- Mathematical Expression	10.5%	47.4%	42.1%	0.0%	0.0%
(Total Response = 19 of 129)	(2)	(9)	(8)	(0)	(0)
21- Personal Health and Wellness	21.1%	47.4%	21.1%	5.3%	5.3%
(Total Response = 19 of 129)	(4)	(9)	(4)	(1)	(1)
22- Commitment to Lifelong Learning	21.1%	42.1%	36.8%	0.0%	0.0%
(Total Response = 19 of 129)	(4)	(8)	(7)	(0)	(0)
23- Computer Literacy	26.3%	21.1%	36.8%	10.5%	5.3%
(Total Response = 19 of 128)	(5)	(4)	(7)	(2)	(1)
24- Humanities and Arts	5.3%	10.5%	42.1%	26.3%	15.8%
(Total Response = 19 of 128)	(1)	(2)	(8)	(5)	(3)
25- Citizenship	10.5%	36.8%	47.4%	5.3%	0.0%
(Total Response = 19 of 128)	(2)	(7)	(9)	(1)	(0)
26- Personal Finance	10.5%	47.4%	31.6%	5.3%	5.3%
(Total Response = 19 of 124)	(2)	(9)	(6)	(1)	(1)
27- Scientific Literacy	10.5%	26.3%	36.8%	10.5%	15.8%
(Total Response = 19 of 113)	(2)	(5)	(7)	(2)	(3)
28- Scientific Inquiry	11.1%	22.2%	44.4%	16.7%	5.6%
(Total Response = 18 of 116)	(2)	(4)	(8)	(3)	(1)
29- Flexibility	21.1%	42.1%	31.6%	5.3%	0.0%
(Total Response = 19 of 128)	(4)	(8)	(6)	(1)	(0)
30- Reading	15.8%	47.4%	31.6%	5.3%	0.0%
(Total Response = 19 of 127)	(3)	(9)	(6)	(1)	(0)

Skills	Business, Management, and Administration				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 56 of 164)	71.4% (40)	26.8% (15)	1.8% (1)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 56 of 164)	50.0% (28)	48.2% (27)	1.8% (1)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 56 of 164)	50.0% (28)	44.6% (25)	5.4% (3)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 56 of 164)	37.5% (21)	48.2% (27)	14.3% (8)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 56 of 164)	51.8% (29)	39.3% (22)	7.1% (4)	0.0% (0)	1.8% (1)
9- Organization (Total Response = 56 of 164)	32.1% (18)	51.8% (29)	14.3% (8)	0.0% (0)	1.8% (1)
10- Problem Solving (Total Response = 56 of 164)	39.3% (22)	42.9% (24)	16.1% (9)	1.8% (1)	0.0% (0)
11- Customer Service (Total Response = 56 of 163)	75.0% (42)	21.4% (12)	3.6% (2)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 56 of 163)	32.1% (18)	48.2% (27)	17.9% (10)	1.8% (1)	0.0% (0)
13- Self-Improvement (Total Response = 56 of 163)	26.8% (15)	58.9% (33)	14.3% (8)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 56 of 163)	44.6% (25)	44.6% (25)	10.7% (6)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 56 of 163)	37.5% (21)	48.2% (27)	14.3% (8)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 56 of 163)	21.4% (12)	58.9% (33)	19.6% (11)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 56 of 163)	53.6% (30)	41.1% (23)	5.4% (3)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 56 of 163)	48.2% (27)	28.6% (16)	21.4% (12)	0.0% (0)	1.8% (1)

Skills	Business, Management, and Administration				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	22.7%	50.0%	27.3%	0.0%	0.0%
(Total Response = 22 of 129)	(5)	(11)	(6)	(0)	(0)
20- Mathematical Expression	4.5%	54.5%	36.4%	4.5%	0.0%
(Total Response = 22 of 129)	(1)	(12)	(8)	(1)	(0)
21- Personal Health and Wellness	13.6%	59.1%	22.7%	0.0%	4.5%
(Total Response = 22 of 129)	(3)	(13)	(5)	(0)	(1)
22- Commitment to Lifelong Learning	13.6%	40.9%	40.9%	4.5%	0.0%
(Total Response = 22 of 129)	(3)	(9)	(9)	(1)	(0)
23- Computer Literacy	18.2%	36.4%	31.8%	9.1%	4.5%
(Total Response = 22 of 128)	(4)	(8)	(7)	(2)	(1)
24- Humanities and Arts	0.0%	23.8%	28.6%	42.9%	4.8%
(Total Response = 21 of 128)	(0)	(5)	(6)	(9)	(1)
25- Citizenship	0.0%	45.5%	40.9%	9.1%	4.5%
(Total Response = 22 of 128)	(0)	(10)	(9)	(2)	(1)
26- Personal Finance	0.0%	28.6%	47.6%	9.5%	14.3%
(Total Response = 21 of 124)	(0)	(6)	(10)	(2)	(3)
27- Scientific Literacy	0.0%	31.6%	42.1%	10.5%	15.8%
(Total Response = 19 of 113)	(0)	(6)	(8)	(2)	(3)
28- Scientific Inquiry	5.3%	31.6%	36.8%	21.1%	5.3%
(Total Response = 19 of 116)	(1)	(6)	(7)	(4)	(1)
29- Flexibility	22.7%	63.6%	13.6%	0.0%	0.0%
(Total Response = 22 of 128)	(5)	(14)	(3)	(0)	(0)
30- Reading	36.4%	40.9%	22.7%	0.0%	0.0%
(Total Response = 22 of 127)	(8)	(9)	(5)	(0)	(0)

Skills	Finance				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 44 of 155)	68.2% (30)	27.3% (12)	4.5% (2)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 44 of 155)	54.5% (24)	43.2% (19)	2.3% (1)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 44 of 155)	50.0% (22)	45.5% (20)	4.5% (2)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 44 of 155)	25.0% (11)	65.9% (29)	9.1% (4)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 44 of 155)	47.7% (21)	38.6% (17)	11.4% (5)	2.3% (1)	0.0% (0)
9- Organization (Total Response = 44 of 155)	18.2% (8)	65.9% (29)	15.9% (7)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 44 of 155)	29.5% (13)	54.5% (24)	15.9% (7)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 44 of 154)	68.2% (30)	31.8% (14)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 44 of 154)	31.8% (14)	54.5% (24)	13.6% (6)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 44 of 154)	18.2% (8)	70.5% (31)	11.4% (5)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 44 of 154)	38.6% (17)	54.5% (24)	6.8% (3)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 44 of 154)	22.7% (10)	72.7% (32)	4.5% (2)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 44 of 154)	6.8% (3)	54.5% (24)	36.4% (16)	2.3% (1)	0.0% (0)
17- Follow Through (Total Response = 44 of 154)	40.9% (18)	54.5% (24)	4.5% (2)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 44 of 154)	43.2% (19)	45.5% (20)	11.4% (5)	0.0% (0)	0.0% (0)

Skills	Finance				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	10.5%	78.9%	10.5%	0.0%	0.0%
(Total Response = 19 of 129)	(2)	(15)	(2)	(0)	(0)
20- Mathematical Expression	15.8%	42.1%	42.1%	0.0%	0.0%
(Total Response = 19 of 129)	(3)	(8)	(8)	(0)	(0)
21- Personal Health and Wellness	10.5%	57.9%	31.6%	0.0%	0.0%
(Total Response = 19 of 129)	(2)	(11)	(6)	(0)	(0)
22- Commitment to Lifelong Learning	15.8%	42.1%	42.1%	0.0%	0.0%
(Total Response = 19 of 129)	(3)	(8)	(8)	(0)	(0)
23- Computer Literacy	16.7%	55.6%	27.8%	0.0%	0.0%
(Total Response = 18 of 128)	(3)	(10)	(5)	(0)	(0)
24- Humanities and Arts	0.0%	10.5%	47.4%	42.1%	0.0%
(Total Response = 19 of 128)	(0)	(2)	(9)	(8)	(0)
25- Citizenship	0.0%	21.1%	73.7%	0.0%	5.3%
(Total Response = 19 of 128)	(0)	(4)	(14)	(0)	(1)
26- Personal Finance	0.0%	38.9%	50.0%	5.6%	5.6%
(Total Response = 18 of 124)	(0)	(7)	(9)	(1)	(1)
27- Scientific Literacy	0.0%	20.0%	60.0%	6.7%	13.3%
(Total Response = 15 of 113)	(0)	(3)	(9)	(1)	(2)
28- Scientific Inquiry	0.0%	37.5%	31.3%	25.0%	6.3%
(Total Response = 16 of 116)	(0)	(6)	(5)	(4)	(1)
29- Flexibility	21.1%	42.1%	36.8%	0.0%	0.0%
(Total Response = 19 of 128)	(4)	(8)	(7)	(0)	(0)
30- Reading	21.1%	52.6%	26.3%	0.0%	0.0%
(Total Response = 19 of 127)	(4)	(10)	(5)	(0)	(0)

Skills	Health Sciences				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 38 of 142)	84.2% (32)	15.8% (6)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 38 of 142)	52.6% (20)	47.4% (18)	0.0% (0)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 38 of 142)	44.7% (17)	50.0% (19)	5.3% (2)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 38 of 142)	28.9% (11)	44.7% (17)	26.3% (10)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 38 of 142)	73.7% (28)	23.7% (9)	2.6% (1)	0.0% (0)	0.0% (0)
9- Organization (Total Response = 38 of 142)	34.2% (13)	47.4% (18)	18.4% (7)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 38 of 142)	39.5% (15)	44.7% (17)	15.8% (6)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 38 of 141)	73.7% (28)	26.3% (10)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 38 of 141)	44.7% (17)	42.1% (16)	13.2% (5)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 38 of 141)	36.8% (14)	50.0% (19)	13.2% (5)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 38 of 141)	39.5% (15)	57.9% (22)	2.6% (1)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 38 of 141)	42.1% (16)	55.3% (21)	2.6% (1)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 38 of 141)	13.2% (5)	57.9% (22)	28.9% (11)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 38 of 141)	50.0% (19)	47.4% (18)	2.6% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 38 of 141)	47.4% (18)	42.1% (16)	7.9% (3)	2.6% (1)	0.0% (0)

Skills	Health Sciences				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	19.2%	42.3%	30.8%	7.7%	0.0%
(Total Response = 26 of 129)	(5)	(11)	(8)	(2)	(0)
20- Mathematical Expression	7.7%	34.6%	15.4%	38.5%	3.8%
(Total Response = 26 of 129)	(2)	(9)	(4)	(10)	(1)
21- Personal Health and Wellness	34.6%	50.0%	15.4%	0.0%	0.0%
(Total Response = 26 of 129)	(9)	(13)	(4)	(0)	(0)
22- Commitment to Lifelong Learning	23.1%	50.0%	26.9%	0.0%	0.0%
(Total Response = 26 of 129)	(6)	(13)	(7)	(0)	(0)
23- Computer Literacy	23.1%	46.2%	19.2%	11.5%	0.0%
(Total Response = 26 of 128)	(6)	(12)	(5)	(3)	(0)
24- Humanities and Arts	3.8%	15.4%	50.0%	26.9%	3.8%
(Total Response = 26 of 128)	(1)	(4)	(13)	(7)	(1)
25- Citizenship	11.5%	38.5%	26.9%	19.2%	3.8%
(Total Response = 26 of 128)	(3)	(10)	(7)	(5)	(1)
26- Personal Finance	8.7%	26.1%	39.1%	21.7%	4.3%
(Total Response = 23 of 124)	(2)	(6)	(9)	(5)	(1)
27- Scientific Literacy	21.7%	39.1%	30.4%	4.3%	4.3%
(Total Response = 23 of 113)	(5)	(9)	(7)	(1)	(1)
28- Scientific Inquiry	13.0%	30.4%	34.8%	17.4%	4.3%
(Total Response = 23 of 116)	(3)	(7)	(8)	(4)	(1)
29- Flexibility	46.2%	30.8%	23.1%	0.0%	0.0%
(Total Response = 26 of 128)	(12)	(8)	(6)	(0)	(0)
30- Reading	34.6%	38.5%	23.1%	3.8%	0.0%
(Total Response = 26 of 127)	(9)	(10)	(6)	(1)	(0)

Skills	Human Services				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 29 of 145)	72.4% (21)	27.6% (8)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 29 of 145)	51.7% (15)	44.8% (13)	3.4% (1)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 29 of 145)	48.3% (14)	48.3% (14)	3.4% (1)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 29 of 145)	41.4% (12)	44.8% (13)	13.8% (4)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 29 of 145)	51.7% (15)	41.4% (12)	3.4% (1)	0.0% (0)	3.4% (1)
9- Organization (Total Response = 29 of 145)	31.0% (9)	55.2% (16)	13.8% (4)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 29 of 145)	44.8% (13)	44.8% (13)	10.3% (3)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 28 of 144)	78.6% (22)	17.9% (5)	3.6% (1)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 28 of 144)	42.9% (12)	32.1% (9)	25.0% (7)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 28 of 144)	32.1% (9)	57.1% (16)	10.7% (3)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 28 of 144)	53.6% (15)	35.7% (10)	10.7% (3)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 28 of 144)	42.9% (12)	39.3% (11)	17.9% (5)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 28 of 144)	28.6% (8)	42.9% (12)	28.6% (8)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 28 of 144)	50.0% (14)	42.9% (12)	3.6% (1)	3.6% (1)	0.0% (0)
18- Diversity (Total Response = 28 of 144)	78.6% (22)	17.9% (5)	3.6% (1)	0.0% (0)	0.0% (0)

Skills	Human Services				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	7.7%	76.9%	7.7%	7.7%	0.0%
(Total Response = 13 of 129)	(1)	(10)	(1)	(1)	(0)
20- Mathematical Expression	7.7%	38.5%	30.8%	15.4%	7.7%
(Total Response = 13 of 129)	(1)	(5)	(4)	(2)	(1)
21- Personal Health and Wellness	15.4%	61.5%	23.1%	0.0%	0.0%
(Total Response = 13 of 129)	(2)	(8)	(3)	(0)	(0)
22- Commitment to Lifelong Learning	7.7%	53.8%	23.1%	15.4%	0.0%
(Total Response = 13 of 129)	(1)	(7)	(3)	(2)	(0)
23- Computer Literacy	23.1%	38.5%	15.4%	23.1%	0.0%
(Total Response = 13 of 128)	(3)	(5)	(2)	(3)	(0)
24- Humanities and Arts	0.0%	14.3%	42.9%	28.6%	7.1%
(Total Response = 13 of 128)	(0)	(2)	(6)	(4)	(1)
25- Citizenship	7.1%	57.1%	35.7%	0.0%	0.0%
(Total Response = 14 of 128)	(1)	(8)	(5)	(0)	(0)
26- Personal Finance	9.1%	36.4%	45.5%	9.1%	0.0%
(Total Response = 11 of 124)	(1)	(4)	(5)	(1)	(0)
27- Scientific Literacy	9.1%	36.4%	27.3%	9.1%	18.2%
(Total Response = 11 of 113)	(1)	(4)	(3)	(1)	(2)
28- Scientific Inquiry	18.2%	18.2%	36.4%	27.3%	0.0%
(Total Response = 11 of 116)	(2)	(2)	(4)	(3)	(0)
29- Flexibility	64.3%	28.6%	7.1%	0.0%	0.0%
(Total Response = 14 of 128)	(9)	(4)	(1)	(0)	(0)
30- Reading	42.9%	42.9%	14.3%	0.0%	0.0%
(Total Response = 14 of 127)	(6)	(6)	(2)	(0)	(0)

Skills	Law, Public Safety and Security				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 22 of 138)	77.3% (17)	22.7% (5)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 22 of 138)	68.2% (15)	27.3% (6)	4.5% (1)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 22 of 138)	68.2% (15)	27.3% (6)	4.5% (1)	0.0% (0)	0.0% (0)
7- Written Communication (Total Response = 22 of 138)	50.0% (11)	45.5% (10)	4.5% (1)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 22 of 138)	50.0% (11)	36.4% (8)	9.1% (2)	0.0% (0)	4.5% (1)
9- Organization (Total Response = 22 of 138)	45.5% (10)	45.5% (10)	9.1% (2)	0.0% (0)	0.0% (0)
10- Problem Solving (Total Response = 22 of 138)	50.0% (11)	31.8% (7)	18.2% (4)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 22 of 137)	59.1% (13)	40.9% (9)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 22 of 137)	31.8% (7)	40.9% (9)	27.3% (6)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 22 of 137)	40.9% (9)	45.5% (10)	13.6% (3)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 22 of 137)	54.5% (12)	36.4% (8)	9.1% (2)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 22 of 137)	50.0% (11)	31.8% (7)	18.2% (4)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 22 of 137)	22.7% (5)	54.5% (12)	22.7% (5)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 22 of 137)	59.1% (13)	36.4% (8)	4.5% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 22 of 137)	63.6% (14)	31.8% (7)	4.5% (1)	0.0% (0)	0.0% (0)

Skills	Law, Public Safety and Security				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	28.6%	50.0%	21.4%	0.0%	0.0%
(Total Response = 14 of 129)	(4)	(7)	(3)	(0)	(0)
20- Mathematical Expression	7.1%	28.6%	42.9%	14.3%	7.1%
(Total Response = 14 of 129)	(1)	(4)	(6)	(2)	(1)
21- Personal Health and Wellness	28.6%	42.9%	21.4%	7.1%	0.0%
(Total Response = 14 of 129)	(4)	(6)	(3)	(1)	(0)
22- Commitment to Lifelong Learning	21.4%	42.9%	35.7%	0.0%	0.0%
(Total Response = 14 of 129)	(3)	(6)	(5)	(0)	(0)
23- Computer Literacy	28.6%	64.3%	7.1%	0.0%	0.0%
(Total Response = 14 of 128)	(4)	(9)	(1)	(0)	(0)
24- Humanities and Arts	7.1%	7.1%	35.7%	21.4%	28.6%
(Total Response = 14 of 128)	(1)	(1)	(5)	(3)	(4)
25- Citizenship	7.7%	23.1%	61.5%	7.7%	0.0%
(Total Response = 13 of 128)	(1)	(3)	(8)	(1)	(0)
26- Personal Finance	9.1%	18.2%	54.5%	9.1%	9.1%
(Total Response = 11 of 124)	(1)	(2)	(6)	(1)	(1)
27- Scientific Literacy	9.1%	18.2%	36.4%	0.0%	36.4%
(Total Response = 11 of 113)	(1)	(2)	(4)	(0)	(4)
28- Scientific Inquiry	10.0%	20.0%	30.0%	0.0%	40.0%
(Total Response = 10 of 116)	(1)	(2)	(3)	(0)	(4)
29- Flexibility	30.8%	46.2%	23.1%	0.0%	0.0%
(Total Response = 13 of 128)	(4)	(6)	(3)	(0)	(0)
30- Reading	38.5%	46.2%	7.7%	0.0%	7.7%
(Total Response = 13 of 127)	(5)	(6)	(1)	(0)	(1)

Skills	Marketing, Sales, and Service				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 64 of 168)	73.4% (47)	25.0% (16)	1.6% (1)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 64 of 168)	53.1% (34)	43.8% (28)	3.1% (2)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 64 of 168)	45.3% (29)	48.4% (31)	4.7% (3)	0.0% (0)	1.6% (1)
7- Written Communication (Total Response = 64 of 168)	25.0% (16)	50.0% (32)	23.4% (15)	1.6% (1)	0.0% (0)
8- Teamwork (Total Response = 64 of 168)	54.7% (35)	37.5% (24)	6.3% (4)	0.0% (0)	1.6% (1)
9- Organization (Total Response = 64 of 168)	23.4% (15)	53.1% (34)	21.9% (14)	1.6% (1)	0.0% (0)
10- Problem Solving (Total Response = 64 of 168)	35.9% (23)	42.2% (27)	21.9% (14)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 64 of 167)	78.1% (50)	21.9% (14)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 64 of 167)	40.6% (26)	48.4% (31)	10.9% (7)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 64 of 167)	29.7% (19)	53.1% (34)	17.2% (11)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 64 of 167)	46.9% (30)	45.3% (29)	7.8% (5)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 64 of 167)	35.9% (23)	48.4% (31)	14.1% (9)	0.0% (0)	1.6% (1)
16- Perseverance (Total Response = 64 of 167)	25.0% (16)	54.7% (35)	20.3% (13)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 64 of 167)	46.9% (30)	51.6% (33)	1.6% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 64 of 167)	43.8% (28)	37.5% (24)	15.6% (10)	0.0% (0)	3.1% (2)

Skills	Marketing, Sales, and Service				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	19.2%	50.0%	30.8%	0.0%	0.0%
(Total Response = 26 of 129)	(5)	(13)	(8)	(0)	(0)
20- Mathematical Expression	3.8%	50.0%	34.6%	11.5%	0.0%
(Total Response = 26 of 129)	(1)	(13)	(9)	(3)	(0)
21- Personal Health and Wellness	11.5%	61.5%	19.2%	3.8%	3.8%
(Total Response = 26 of 129)	(3)	(16)	(5)	(1)	(1)
22- Commitment to Lifelong Learning	7.7%	53.8%	34.6%	3.8%	0.0%
(Total Response = 26 of 129)	(2)	(14)	(9)	(1)	(0)
23- Computer Literacy	15.4%	38.5%	30.8%	7.7%	7.7%
(Total Response = 26 of 128)	(4)	(10)	(8)	(2)	(2)
24- Humanities and Arts	12.0%	12.0%	36.0%	32.0%	8.0%
(Total Response = 25 of 128)	(3)	(3)	(9)	(8)	(2)
25- Citizenship	3.8%	38.5%	50.0%	7.7%	0.0%
(Total Response = 26 of 128)	(1)	(10)	(13)	(2)	(0)
26- Personal Finance	7.7%	34.6%	46.2%	3.8%	7.7%
(Total Response = 26 of 124)	(2)	(9)	(12)	(1)	(2)
27- Scientific Literacy	4.5%	31.8%	40.9%	9.1%	13.6%
(Total Response = 22 of 113)	(1)	(7)	(9)	(2)	(3)
28- Scientific Inquiry	8.3%	29.2%	29.2%	25.0%	8.3
(Total Response = 24 of 116)	(2)	(7)	(7)	(6)	(2)
29- Flexibility	23.1%	53.8%	19.2%	3.8%	0.0%
(Total Response = 26 of 128)	(6)	(14)	(5)	(1)	(0)
30- Reading	28.0%	44.0%	24.0%	4.0%	0.0%
(Total Response = 25 of 127)	(7)	(11)	(6)	(1)	(0)

Skills	Transportation Distribution & Logistics				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
4- Attendance and Punctuality (Total Response = 20 of 140)	85.0% (17)	15.0% (3)	0.0% (0)	0.0% (0)	0.0% (0)
5- Desire to Learn (Total Response = 20 of 140)	60.0% (12)	35.0% (7)	5.0% (1)	0.0% (0)	0.0% (0)
6- Oral Communication (Total Response = 20 of 140)	55.0% (11)	40.0% (8)	0.0% (0)	5.0% (1)	0.0% (0)
7- Written Communication (Total Response = 20 of 140)	15.0% (3)	55.0% (11)	30.0% (6)	0.0% (0)	0.0% (0)
8- Teamwork (Total Response = 20 of 140)	70.0% (14)	25.0% (5)	0.0% (0)	0.0% (0)	5.0% (1)
9- Organization (Total Response = 20 of 140)	30.0% (6)	50.0% (10)	10.0% (2)	10.0% (2)	0.0% (0)
10- Problem Solving (Total Response = 20 of 140)	45.0% (9)	30.0% (6)	25.0% (5)	0.0% (0)	0.0% (0)
11- Customer Service (Total Response = 20 of 139)	70.0% (14)	30.0% (6)	0.0% (0)	0.0% (0)	0.0% (0)
12- Motivation/Initiative (Total Response = 20 of 139)	55.0% (11)	40.0% (8)	5.0% (1)	0.0% (0)	0.0% (0)
13- Self-Improvement (Total Response = 20 of 139)	40.0% (8)	45.0% (9)	15.0% (3)	0.0% (0)	0.0% (0)
14- Professionalism (Total Response = 20 of 139)	50.0% (10)	35.0% (7)	15.0% (3)	0.0% (0)	0.0% (0)
15- Time Management (Total Response = 20 of 139)	40.0% (8)	50.0% (10)	10.0% (2)	0.0% (0)	0.0% (0)
16- Perseverance (Total Response = 20 of 139)	45.0% (9)	30.0% (6)	25.0% (5)	0.0% (0)	0.0% (0)
17- Follow Through (Total Response = 20 of 139)	50.0% (10)	45.0% (9)	5.0% (1)	0.0% (0)	0.0% (0)
18- Diversity (Total Response = 20 of 139)	60.0% (12)	25.0% (5)	10.0% (2)	0.0% (0)	5.0% (1)

Skills	Transportation Distribution & Logistics				
	Extremely Important (5)	Very Important (4)	Somewhat Important (3)	Not Important (2)	Not Applicable (1)
19- Information Literacy	20.0%	30.0%	50.0%	0.0%	0.0%
(Total Response = 10 of 129)	(2)	(3)	(5)	(0)	(0)
20- Mathematical Expression	10.0%	30.0%	50.0%	10.0%	0.0%
(Total Response = 10 of 129)	(1)	(3)	(5)	(1)	(0)
21- Personal Health and Wellness	30.0%	30.0%	20.0%	10.0%	10.0%
(Total Response = 10 of 129)	(3)	(3)	(2)	(1)	(1)
22- Commitment to Lifelong Learning	10.0%	30.0%	60.0%	0.0%	0.0%
(Total Response = 10 of 129)	(1)	(3)	(6)	(0)	(0)
23- Computer Literacy	30.0%	10.0%	40.0%	20.0%	0.0%
(Total Response = 10 of 128)	(3)	(1)	(4)	(2)	(0)
24- Humanities and Arts	10.0%	10.0%	10.0%	70.0%	0.0%
(Total Response = 10 of 128)	(1)	(1)	(1)	(7)	(0)
25- Citizenship	10.0%	20.0%	50.0%	20.0%	0.0%
(Total Response = 10 of 128)	(1)	(2)	(5)	(2)	(0)
26- Personal Finance	10.0%	30.0%	40.0%	10.0%	10.0%
(Total Response = 10 of 124)	(1)	(3)	(4)	(1)	(1)
27- Scientific Literacy	11.1%	11.1%	44.4%	11.1%	22.2%
(Total Response = 9 of 113)	(1)	(1)	(4)	(1)	(2)
28- Scientific Inquiry	11.1%	33.3%	11.1%	33.3%	11.1%
(Total Response = 9 of 116)	(1)	(3)	(1)	(3)	(1)
29- Flexibility	20.0%	50.0%	20.0%	10.0%	0.0%
(Total Response = 10 of 128)	(2)	(5)	(2)	(1)	(0)
30- Reading	30.0%	30.0%	30.0%	10.0%	0.0%
(Total Response = 10 of 127)	(3)	(3)	(3)	(1)	(0)