

SkillsUSA Week

Member Spotlight

Nominations

Personal Skills

Workplace Skills

Technical Skills



SkillsUSA Week Member Spotlight Chapter Participation Guide



SkillsUSA Week Member Spotlight

Member spotlight is a program designed to recognize students who exemplify an Essential Element of the SkillsUSA Framework. This process of recognition builds value into the exceptional work that students do every day and encourages all members to exemplify the personal, workplace and technical skills grounded in academics needed to be career ready. Honoring hard work in your chapter creates a sense of community and reminds members that their dedication to their training program and SkillsUSA does not go unnoticed. The Member Spotlight recognition program will reignite student engagement with the opportunity to be recognized for a commitment to career readiness.

Chapter Nomination and Selection Process

Any chapter member, advisor, or school administrator can nominate someone for the Membership Spotlight. The nominating person will submit an online nomination form for review. All nominations are due by Thursday February 1st. In the form, you will indicate which Essential Element the nominee exemplifies and the specific Essential Element behaviors the nominee demonstrates. You are asked to provide examples that show how the nominee has used his or her skills to impact the chapter, school, or community.

Submit forms to: <https://www.cognitofrms.com/SkillsUSAND/SkillsUSAMemberSpotlight>

Refer to the SkillsUSA Essential Element Guide (found in this document). Members who exhibit these behaviors are career ready and are considered highly qualified candidates for the SkillsUSA Week Member Spotlight.

Nominations per chapter are limited to three per Framework Component (you can nominate up to 3 members in Personal Skills, 3 members in Workplace Skills and 3 members in Technical Skills).

Announcement

The Member Spotlight winners will be announced during SkillsUSA Week (February 5-9, 2024) though daily Social Media posts and a certificate will be mailed to the spotlight members.



SkillsUSA Week Member Spotlight Nomination Worksheet

You can use this as a guide to gather your information before submitting online.

Your Name: _____ Nominee Name: _____

Your E-mail: _____

Member Spotlight is a program designed to recognize students who demonstrate the Essential Element skills and career-readiness behaviors of the SkillsUSA Framework. Please indicate which Essential Element the nominee exemplifies and the specific Essential Element behaviors the nominee demonstrates. Provide examples that show how the nominee has used his or her skills to impact the community.

Refer to the SkillsUSA Essential Element Guide. Members who exhibit these behaviors are career ready and are considered highly qualified candidates for the SkillsUSA Member Spotlight program.

Personal Skills	Workplace Skills	Technical Skills <i>Grounded in Academics</i>
Integrity. Work Ethic. Professionalism. Responsibility. Adaptability/Flexibility. Self Motivation.	Communication. Teamwork. Decision Making. Multicultural Sensitivity and Awareness. Planning Organizing and Management. Leadership.	Job-Specific Skills. Safety and Health. Professional Development. Computer and Technology Literacy. Service Orientation.

Nomination statement:

I would like to nominate (member name)_____ for SkillsUSA Member Spotlight because of his/her dedication to developing career-readiness skills through their work with our SkillsUSA chapter. The nominee has shown strength in the (one Essential Element) _____ Essential Element because they (Essential Element behavior)_____.

An example of this is:

Please share additional information about this nominee:

SkillsUSA Week Member Spotlight Nomination Worksheet

Your Name: John Doe Nominee Name: Blake Morris

Your E-mail: John.Doe@gmail.com Nominee E-mail: blakemorris@gmail.com

Membership Spotlight is a program designed to recognize students who demonstrate the Essential Element skills and career-readiness behaviors of SkillsUSA Framework. Please indicate which Essential Element the nominee exemplifies and the specific Essential Element behaviors the nominee demonstrates. Provide examples that show how the nominee has used his or her skills to impact the community.

Refer to the SkillsUSA Framework Guide. Members who exhibit these behaviors are career ready and are considered highly qualified candidates for the SkillsUSA Membership Spotlight program.

Personal Skills

Integrity.
Work Ethic.
Professionalism.
Responsibility.
Adaptability/Flexibility.
Self Motivation.

Workplace Skills

Communication.
Teamwork.
Decision Making.
Multicultural Sensitivity and Awareness.
Planning Organizing and Management.
Leadership.

Technical Skills

Grounded in Academics

Job-Specific Skills.
Safety and Health.
Professional Development.
Computer and Technology Literacy.
Service Orientation.

Nomination statement:

I would like to nominate (member name) _____ for SkillsUSA Member Spotlight because of his/her dedication to developing career readiness skills through their work with our SkillsUSA chapter. The nominee has shown strength in the (one essential element) _ adaptability/Flexibility _____ Essential Element because they (essential element behavior) have overcome barriers and roadblocks.

An example of this is:

that Blake recently demonstrated quick thinking and adaptability when technology failed. Last month, Blake was presenting the Advocacy and Marketing committee's work to the whole chapter and the classroom projector malfunctioned. Blake was not able to show the PowerPoint or video the committee created, so he pivoted and held an engaging conversation to convey the group's work by calling for committee members to share ideas and discussion from their last meeting. In the end, the whole chapter still understood everything from the committee's work and the meeting was a success.

Please share additional information about this nominee:

Our Proven Model: The Framework

The SkillsUSA Framework outlines all skills needed to be job-ready Day One. Every aspect of our program is built around the Framework, which emphasizes personal skills, workplace skills and technical skills grounded in academics. The purpose of the Framework is to provide a common language to communicate what students learn in the classroom and laboratory.



Personal Skills

INTEGRITY—*Doing the right thing in a reliable way.*

- Be honest.
- Do what I say I will do.
- Hold myself and others accountable.
- Make choices consistent with my values.

WORK ETHIC—*Being committed to punctuality, meeting deadlines, and following established policies and procedures to get work done.*

- Engage in meaningful work to contribute.
- Be productive throughout the workday.
- Reflect upon and evaluate my productivity.
- Demonstrate consistency in work performance.

PROFESSIONALISM—*Behaving in alignment with workplace standards to display a positive image.*

- Be loyal to my peers, supervisor and myself.
- Adhere to dress codes and other policies.
- Monitor my words and actions.
- Model appropriate behavior and etiquette in all settings.
- Create a respectful and safe culture.

RESPONSIBILITY—*Taking ownership of one's work performance, behavior and actions.*

- Honor my commitments.
- Complete my work and assignments on time.
- Work efficiently and effectively without supervision.
- Persevere in accomplishing my work.
- Own my mistakes or incomplete work.

ADAPTABILITY/FLEXIBILITY—*Embracing change and fostering creativity; being resilient.*

- Overcome barriers and roadblocks.
- Understand that multiple solutions will accomplish the same goal.
- Maintain composure during adversity.
- Be curious to explore and experiment.

SELF-MOTIVATION—*Exhibiting a passion for life and career.*

- Purposefully connect what I do today with my future.
- Positively express self and work with others.
- Seek to learn and develop new knowledge and skills.
- Be disciplined to achieve my purpose and goals.

Workplace Skills

COMMUNICATION—*Sending and receiving clear messages.*

- Write and speak effectively.
- Use appropriate body language.
- Check for understanding when articulating complex issues.
- Practice active listening skills.
- Choose appropriate mode of communication.

DECISION MAKING—*Using information and processes to problem-solve and make choices.*

- Analyze key facts, data and situations.
- Follow a problem-solving process.
- Weigh multiple outcomes.
- Identify possible options and their impacts.
- Make informed choices.

TEAMWORK—*Working with others to achieve a common goal.*

- Work collaboratively with my peers, classmates and co-workers.
- Honor the contributions and strengths of others.
- Honor my commitments and responsibilities to the team.
- Foster positive and collaborative working relationships with others.

MULTICULTURAL SENSITIVITY AND AWARENESS—*Respecting all people and cultures by fostering appropriate and respectful workplace relationships and interacting.*

- Learn about other cultures.
- Value diversity.
- Demonstrate tact in words and actions.
- Treat everyone with respect.
- Empower all to use their unique contributions.

PLANNING, ORGANIZING AND MANAGEMENT—*Designing and implementing processes to complete projects and tasks at established standards of quality.*

- Break down projects and task with timelines.
- Identify resources and standards for completing projects.
- Anticipate and plan for possible obstacles and setbacks.
- Establish work priorities.

LEADERSHIP—*Influencing the hearts, minds and actions of others.*

- Build and model trust.
- Foster hope.
- Express compassion.
- Establish stability.

Technical Skills

COMPUTER AND TECHNOLOGY LITERACY—*Using technology in effective, appropriate and innovative ways.*

- Be willing to learn and integrate new technology.
- Use work-based technology proficiently.
- Effectively employ technology to solve problems.
- Improve information flow through technology.
- Use technology to improve and document accountability.

JOB-SPECIFIC SKILLS—*Identifying, developing and implementing unique knowledge and skills required by a specific job.*

- Know my job roles and responsibilities.
- Perform my job confidently.
- Follow personnel manual policies.

- Perform responsibilities without direct supervision.
- Seek ways to improve my job performance skills.
- Teach others job-specific tasks.
- Receive coaching feedback.

SAFETY AND HEALTH—*Following workplace health, wellness, financial and safety guidelines.*

- Follow safety procedures including wearing appropriate safety attire.
- Maintain a clean work environment.
- Identify potential hazards and notify appropriate parties.
- Use tools and equipment according to safety standards.
- Stay current with safety regulations and standards.

SERVICE ORIENTATION—*Meeting the needs of internal and external customers in respectful and effective ways.*

- Acknowledge and be present with customers.
- Stay focused and customer-oriented while at work.

- Demonstrate respect and courtesy to customers at all times.
- Know and implement my company's service policy.
- Handle difficult situations with tact and self-restraint.
- Know when to involve my supervisor in a customer service situation.

PROFESSIONAL DEVELOPMENT—*Engaging intentionally in learning experiences that contribute positively to career path progression.*

- Develop my career plan.
- Assess my current skill sets and determine areas for my growth.
- Use professional and personal mentors.
- Seek professional and personal growth opportunities.
- Apply new learning.
- Stay current with workplace-related resources.
- Seek new responsibilities to gain additional skill sets.