

## **Directions for Filling out a Proficiency Application - Placement**

### Cover Tab:

- Complete all necessary information on the cover pages.

### Proficiency Area Tab:

- Select the appropriate area you qualify for.

### Basic Setup Tab:

- Enter a beginning date
- Enter the ending year
- Select the appropriate career cluster area for your proficiency

### Performance Review A-C:

- Hover over the question marks by each items for tips and pointers.
- Just because you have extra characters remaining, doesn't mean you should fill it with fluff. If it is not telling us more about you or your program, don't put it in.
- Performance Review A #3
  - Word it like this:
    - **Challenge:** My single greatest challenge has been..... **Steps to overcoming my challenge:** (Describe what you have done here)
- The difference between an accomplishment and an impact:
  - Accomplishments are things you are proud of doing
  - Impacts are items that will affect your future.
    - Word it like this:
      - **Experience:** I have done XYZ. **Impact:** This will impact my future by...

### SAEs – Placement & Expl.

- You need to fill this out for each year of SAE records
- It is best if you can split out each of the major responsibilities with the hours worked for those tasks.
- Select the pathway that most closely relates to your program.
- Employer is who you work for in placement programs; Project name is "Title of Proficiency" Entrepreneurship (ex. Equine Science Entrepreneurship)
- Job Title & Responsibilities:
  - Give full detail of what you do in your job.
  - Explain your cash sales here if you are entrepreneurship.
- Gross Earning: this is your income before taxes are taken out.
- Expenses: DO NOT put anything in here unless you are required to buy things for your job (i.e. shop uniforms)

## Outcomes / Efficiencies

- Try to have at least five
- If measuring in a percentage, explain how you measure this.
- Another method is “Beginner,” “Novice,” “Intermediate,” or “Advanced”
- If Entrepreneurship, give me specific examples of measured items
  - Ex. Yields per acre
  - Ex. Number of acres harvested
  - Ex. Rate of Gain

## Skills, Comp., Knowledge Tab

- The first five should directly relate to your selected pathway
- The second five can directly relate to your selected pathway or another appropriate pathway.
- You can use the same Performance Indicator twice, but with a different contribution to success.
- Give a full enough description that shows you know **HOW** it makes you successful. Don't waste your time restating the indicator....we can read that already.

## Resume

- When listing things by year, start with the most recent first and oldest last.
  - Ex.
    - 2016: Dairy (placement)
    - 2016: Swine (Entrepreneurship)
    - 2014-2016: Beef (Entrepreneurship)
    - 2013-2016: Equine Science (placement)
    - 2013-2015: Swine (placement)

## Photos

- Please use horizontal pictures. They print nicer and bigger.