**QUALIFICATIONS**

**What Does It Take to Become a \_\_\_\_\_\_ in the Government and Public Administration Industry?**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Class Period: \_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Score: \_\_\_\_\_\_\_\_\_\_\_ out of 50**

Choose an occupation to explore: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Qualifications**

**Check (√) the minimum level of education needed for entry to this occupation**

**(10 pts):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| \_\_\_\_ | No School | \_\_\_\_ | High School | \_\_\_\_ | Military Training |
| \_\_\_\_ | On-the-Job Training | \_\_\_\_ | Community College \_\_\_\_ | Technical Certificate |
|  |  |  |  |  |
| \_\_\_\_ | College/University (4yr) | \_\_\_\_ | Graduate School | \_\_\_\_ | Professional School |

**Check (√) all the required skills needed for entry to this occupation (10 pts):**

\_\_\_\_ Writing

\_\_\_\_

Calculating

\_\_\_\_ Reading

 \_\_\_\_ Leadership

\_\_\_\_ Teamwork \_\_\_\_ Critical Thinking \_\_\_\_Computer Literacy \_\_\_\_Verbal

**Write a two-paragraph summary including the following: (30 pts)**

* Why are the minimum level of educational requirements needed for this occupation?
* How will those requirements benefit the new employee?
* Why would an employer require literacy skills for this occupation?
* How will you prepare yourself in the area of literacy for a position in the work world?

**TWO-PARAGRAPH SUMMARY**