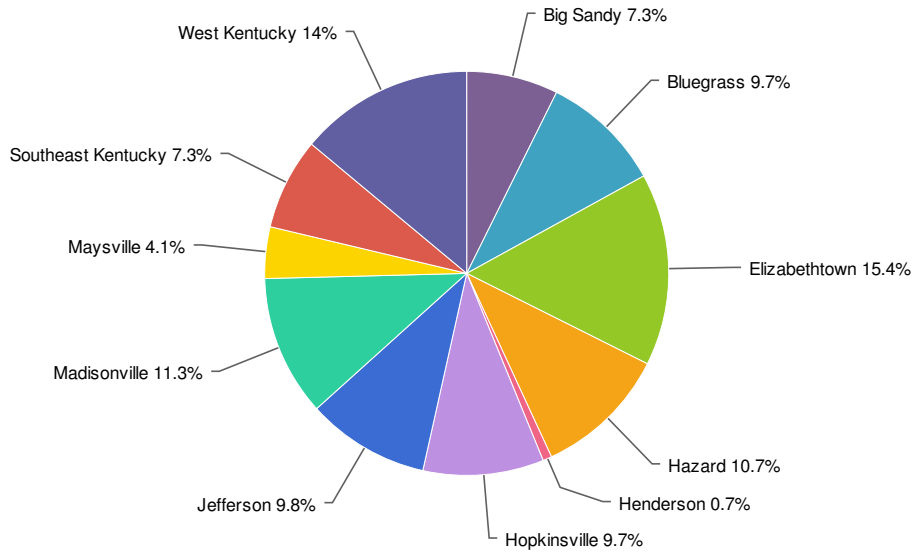




Summary Report - February 4, 2016

1. College:



Value	Percent	Count
Big Sandy	7.3%	41
Bluegrass	9.7%	54
Elizabethtown	15.4%	86
Hazard	10.7%	60
Henderson	0.7%	4
Hopkinsville	9.7%	54
Jefferson	9.8%	55
Madisonville	11.3%	63
Maysville	4.1%	23
Southeast Kentucky	7.3%	41
West Kentucky	14.0%	78
Total		559

2. Drag and drop the top five with #1 being higher need and #5 being lower need.

	Score*	Overall Rank
Work Ethic (Dependability and Reliability)	2756	1
Communications Skills (listening, verbal, written)	1863	2
Professionalism and Integrity	1266	3
Problem-Solving/Reasoning/Creativity	1172	4
Flexibility/Adaptability/Managing Multiple Priorities	904	5
Teamwork	888	6
Health and Safety	786	7
Planning/Organizing	478	8
Interpersonal Abilities	347	9
Leadership/Management Skills	345	10
Analytical/Research Skills	301	11
Technology as a Tool	208	12

Total Respondents 568

*Score is a weighted calculation. Items ranked first are valued higher than the following ranks, the score is the sum of all weighted rank counts.

3. Additional Feedback on Workplace Soft Skills Ranking:

Response

ALL are important in a law firm

ALL of these are important. I am surprised at the number of people that do not look professional at interviews and lack communication skills. Texting sure is hurting communication skills. Also the lack of basic office skills-answering phone: using fax machine and copy machine.

ALL of these are very pertinent

Ability to learn new information and continue learning is vital as well

Adaptability to a work environment that is very different that most other non-profits

All are important to some degree. I consider interpersonal to be part of Communication Skills. Leadership skills are different than management skills

All could be #1

All of the above categories are important and I would not discount their value. Additionally, as an employee gains experience and moves in to formal and informal leadership roles the priorities on this list will reorient

All of these skills are VERY important in Criminal Justice

All of these skills are important

All skills listed are important. My top 5 are based on what I see new hires most lacking.

Response

Any true leader (boss) can teach/ on job training

At EQT W View safety as a way of life, not just a skill. Safety is the most important of any job!

Employees that can effectively trouble shoot issues, attentive/take good notes during the training process, can effectively communicate/recant issues they are having with equipment or solving mechanical issues, have a high mechanical aptitude.

Everything listed is important. If the work ethic is there everything else should easily be learned & applied

For new hire employee entry level is different priorities then later on

Hire for personality-ability to communicate; show compassion, empathy. we expect the skill

I believe that a person's self-esteem & mental state is just as important as the skills above

I feel that ALL are equally important & could be ranked #1

I placed a 5 with both Analytical/Research and Planning/Organizing, because they are inseparable

I think it is hugely important that graduates be able to change and adapt. Change has become a constant in the healthcare field and workers need to be flexible and adaptable to these changing conditions. They must also be team players and must be able to communicate. My opinion on new hires is that I would much rather have someone with good technical abilities but great people skills. The people who have great technical skills but fair people skills are not a desirable fit for employment.

I think the desired skills may vary from industry/office to another, but the ones I chose would do anyone good.

I think the program does a good job of providing these skills

I working as a building inspector and these are the top skills for my job

I would also add professionalism/Integrity and Teamwork on the list of skills needed

I would like to pick all of them

If you have #1, you will have communication skills. If you have the 5 listed you will good at teamwork. If you have #2 you will have planning and organization. The other items not numbered or addressed are job specific needs as to the level of importance

Individuals must be able to work on various electrical tasks, prioritizing as it relates to production, and able to deal with various personalities.

Integrity and work ethic are the most valuable assets we employ

It's very important to have these skills in a work place= work ethics are so important

Most of these were too close to call, which made ranking them difficult. I consider Work Ethic, Professionalism and Integrity as given, so did not rank these characteristics. You won't succeed as a paralegal without them. I include Interpersonal Abilities in with Communication Skills, and feel that Analytical skills include critical thinking, problem-solving and reasoning. I had Planning/Organizing ranked as #2, however, if someone is flexible and can manage multiple priorities, they should be good planners and organized. No matter how independently a paralegal works, there are always other involved- lawyer, client, opposing counsel, billing department, witnesses, court personnel, and on and on (Teamwork)

Most soft skills relating to one's willingness to learn, ability to listen, and concern for not repeating mistakes are far more difficult, to "teach". So we look for candidates that seem to have these core competencies out of college so we can focus on the quality of work.

Organization is key

Problem solving ability is an area lacking with many of my current technicians. I feel students can become strong candidates with their ability to solve problems

Response

Professionalism-Patient satisfaction- Accountability legal aspects of documentation- documentation issues

Soft skills are important. covering these before co-op/employment would be beneficial.

Some things can be taught, but it's those things that cannot that makes an employee more valuable, i.e., dependability, reliability, integrity

Teach students of taking responsibility in the work place and "following them" with duties

Teamwork and Adaptability is crucial in this field since it is a fast paced environment. Technicians must be able to communicate to other team members pertinent patient information via verbally or electronically for efficient and accurate medication dispensing. Adaptability is also as must as technicians will be required to move swiftly between job responsibilities such as entering, filling, selling prescriptions.

Teamwork is the #1 asset we're looking for when hiring a KCTCS graduate with Dependability and Reliability coming in Close Second. All of our projects are staffed by multiple members with varying skills who are expected to complete their assigned work on very tight schedules while at the same time coordinating their efforts with all other members of the team. That work requires extensive use of Technology along with problem solving/reasoning and creativity to complete their tasks on time. With many projects "on the board" simultaneously in our firm, it is also quite advantageous to hire individuals that are Flexible enough to be temporarily assigned to other projects within the firm while still be expected to finish their primary work assignment. Our firm has hired many graduates of KCTCS in the past. We've found that the education they receive in the Architectural Technology Program pertaining to ALL of the "desired skills" listed above is exceptional. The primary means of communicating the level of skill ANY PROSPECTIVE EMPLOYEE has received when applying for a position in our firm is Portfolio. Portfolios demonstrate every aspect of a candidate's competency in every skill that is important to us. I simply cannot imagine any assessment tool that more accurately demonstrates skill than this. I participated in the NOCTI Program Assessment Review a few years ago. Frankly, that tool may be good for generalities, but is of no functional use in determining the "hire-ability" of a prospective employee.

The employability skills are universal and should be taught to every student. If you look at where the most "lacking" education gaps are, according to the industry, it is with those soft skills including employability and how to make connections, be flexible and creative when problem solving. The technical parts can be easily learned, but it makes no difference how talented someone is on the technical side if they never show up to work, or are so lacking in communication skills they can't work with others.

There are other skills that are also in my top 5 but since I could only pick 5....

These are all important! It is difficult to find all qualities in one individual.

Top 5 needed not less value in #5

VERY HARD!!

Very poorly worded-unclear survey

We first look for someone who has that professionalism to show passion & their will to work hard

You can have great tech skills but if you are not an honest, dependable, hard working BMET, your tech skills are a waste

all are essential but this is how I would rate

all of these are essential skills most students need to improve or lack

all of these skills are very important, but the desire to work and work with a team is huge

difficult to select only 5 all are important

full understanding of how systems (drivability, etc.) to apply diagnostic strategies in logical manner

integrate this into existing curriculum encourage "soft skill" development in your students and grade them on it

it already part of program

Response

it seems that the more capable detailed and complex the technology becomes the more we went to lose critical thinking skills. we need the technology as a tool, but not as the automatic fix all. we need to use our minds more, not just to plug in values for the software

it was hard to rate because all are very important

our agencies goals

the above soft skills are embedded in the instructions of this program

this is for an electrician

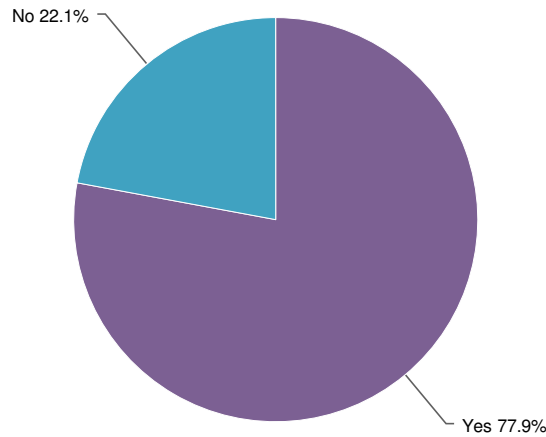
tough call-those 5 can shift

very hard to rank order these as most all of them are vitally important

willingness to learn new skills. Documentation-common sense-not using technology to support

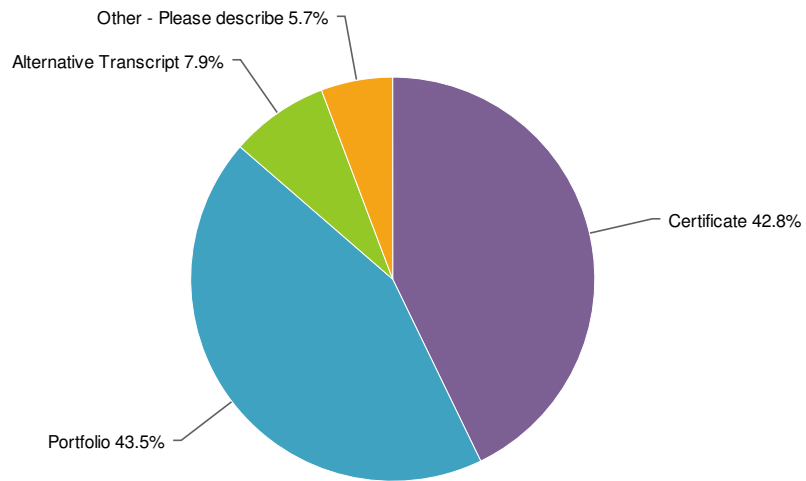
work ethic is #1 because what good are you if you are not at work, but that aside, Multi-tasking is the #1 priority in every pharmacy setting I have ever worked. Students need to be introduced to the stress to having work come at you from many different angles simultaneously.

4. When KCTCS graduates apply for employment, would it be helpful for them to provide separate documentation of workplace soft skill mastery?



Value	Percent	Count
Yes	77.9%	413
No	22.1%	117
Total		530

5. If yes, which type of documentation would be helpful?



Value	Percent	Count
Certificate	42.8%	179
Portfolio	43.5%	182
Alternative Transcript	7.9%	33
Other - Please describe	5.7%	24
Total		418

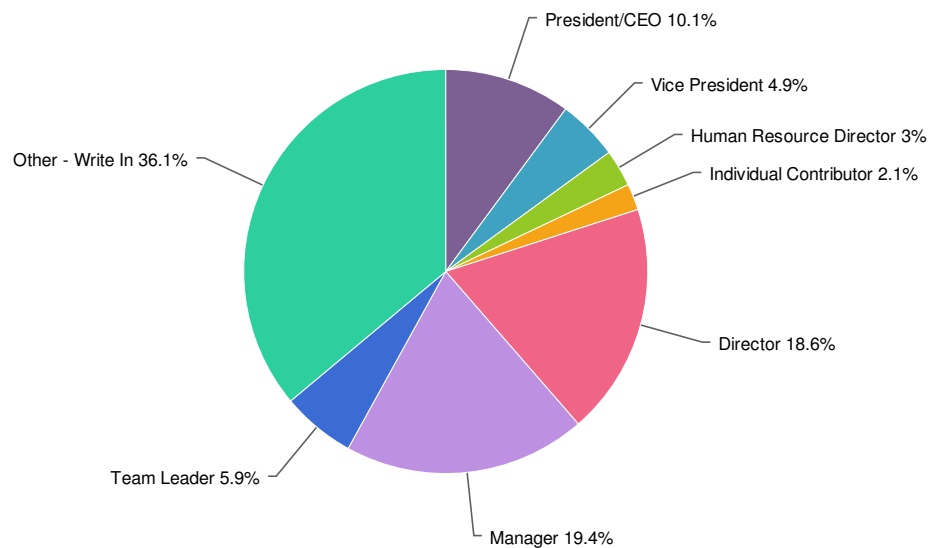
Responses "Other - Please describe"	Count
Left Blank	548
2 year degree or more	1
ASE Certificate	1
Anything to show a student has had softskill training	1
As a city director having certificates and portfolios and accomplishments is a huge plus	1
Description of skills on resume/cover letter	1
Letter of Recommendation from instructors	1
Recommendations from employers or instructors indicating practical aptitude for these skills	1
References	1
Resume is enough	1
Something written by the applicant with certificate attached is more likely to get read	1
The most convenient method	1
These skills can be accessed in interview	1
Verifiable Experience	1

Responses "Other - Please describe"

Count

it should be included in completion requirements & not separate	1
would have to show abilities during interview	1
we request references through the application software. Applicants are asked to provide the name and email address of someone who's supervised them in a work setting. Unfortunately, they often list friends and relatives. Data from an honest supervisor will confirm the degree to which the applicant possesses the workplace soft skill	1
A portfolio is a compilation of materials that exemplifies your beliefs, skills, qualifications, education, training, and experiences. It provides insight into your personality and work ethic. All in all, it is representation of your professionalism (Clarke University)	1
not necessarily proof that they can put together a project may not be the best indicator of personal within a scrub tech	1
A portfolio of compilation of materials that exemplifies your beliefs, skills, qualifications, education, training, and experiences. It provides insight into your personality and work ethic. All in all, it is a representation of your professionalism (Clarke University)	1
All 3 would be nice but the details collected of actual projects, with student going from idea, sketch, prototype, etc. would have a larger effect your documents are great but they want to see what you can do	1
Portfolio:have to be careful the individual was evaluated fairly without bias; brief description of identified strengths and weakness	1
References are not used as heavily in the hiring process these days because no one lists a poor reference, but letters of recommendation can still be a powerful tool for demonstrating soft skills. Instead of asking someone to be a reference, ask them to write you a letter of recommendation. Be sure to coach them on any specific examples they can give that speak to your soft skills. A resume, certificate, portfolio, or transcript cannot communicate your mastery of a soft skill in the way that real person with a great story can	1

9. Title:



Value	Percent	Count
President/CEO	10.1%	48
Vice President	4.9%	23
Human Resource Director	3.0%	14
Total		474

Value	Percent		Count
Individual Contributor	2.1%		10
Director	18.6%		88
Manager	19.4%		92
Team Leader	5.9%		28
Other - Write In	36.1%		171
Total			474

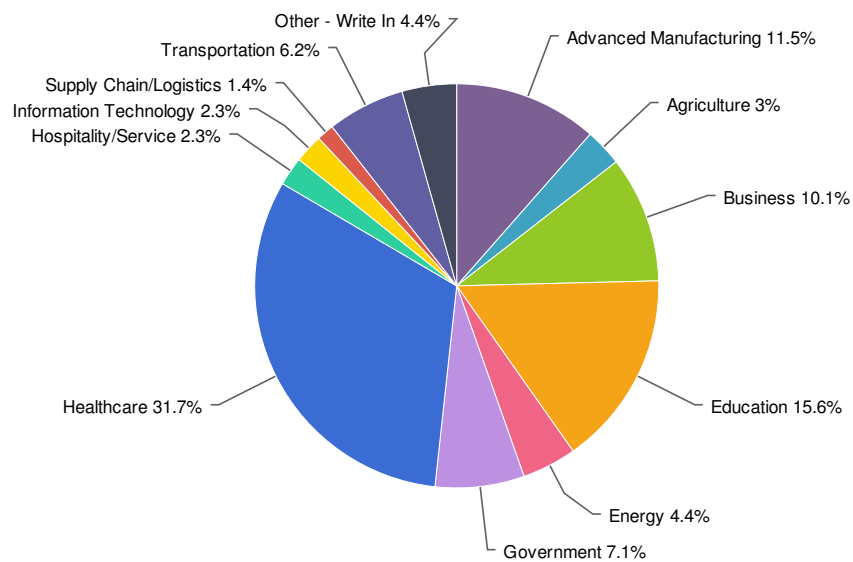
Responses "Other - Write In"	Count
Left Blank	532
Academic Advisor	1
Administrator	1
Affiliate Broker	1
Associate Attorney	1
Asst Director	1
Broker	1
COO & CTO	1
CPhT Supervisor	1
Community Chief Nursing Officer	2
Corporate Recruiter	1
Deputy Chief	1
Electrical Technology Instructor	1
Executive Director	1
Faculty	1
Instructor	2
Judge	1
Owner	3
PTA	1
Pharmacist	1
Principal	1
Program Advisor	1
Sales Rep	1
Senior Graphic Designer	1

Responses "Other - Write In"

Count

Staff Development Coordinator	1
Staff Development Educator	1
Student	1
Student Rep	1
Superintendant	1
Supervisor	2
Supervisor ISE	1
Supervisor Purchasing	1
Teacher	1
VP Studio Production	1

10. Industry Sector:



Value	Percent	Count
Advanced Manufacturing	11.5%	50
Agriculture	3.0%	13
Business	10.1%	44
Education	15.6%	68
Energy	4.4%	19
Government	7.1%	31
Healthcare	31.7%	138
Total		435

Value	Percent	Count
Hospitality/Service	2.3%	10
Information Technology	2.3%	10
Supply Chain/Logistics	1.4%	6
Transportation	6.2%	27
Other - Write In	4.4%	19
Total		435

Responses "Other - Write In"	Count
Left Blank	552
Allied Health	1
Construction Repair Equipment	1
Construction Trades	2
Criminal Justice	1
Engineering	1
Excavation/Reclamation	1
General Costruction	1
Highway Construction	1
Housing	1
Machine Shop	1
Mining	1
Photo	1
Welding	1
Welding Supplies	1
Welding related supplier	1
non-profit	2