

### **ITEMS TO REVIEW for COMPETENCY 1**

The following are work ethics that have been identified by business and industry that should be practiced to develop a viable and effective workforce.

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|---------------|--------------------------|
| 1. Attendance | 6. Productivity          |
| 2. Character  | 7. Organizational skills |
| 3. Teamwork   | 8. Communication         |
| 4. Appearance | 9. Cooperation           |
| 5. Attitude   | 10. Respect              |

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### **WORK JOURNAL**

It is a good practice for drafters at all levels to keep a journal of work activities, drawing changes and meetings. This is not only a record for you but should questions arise about the work you've done and your time management, you will have a record. It should be kept by date and time of each event.

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### **MEETINGS**

A drafter is often required to attend meetings of multiple types. It is wise to be prepared for any meeting you are called to with a pad of paper and a pen or pencil to take notes, drawing scales appropriate for your discipline, a calculator and a red pen for mark-ups if needed.

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### **EXPANDING SKILLS**

Drafters should always ask questions related to the design concept. Keeping questions direct, professional and to the point avoid misunderstandings and show your interest in the subject.

A good drafter always seeks additional training. You can expand your knowledge and ability through internet research, joining local drafting groups and national organizations as well as software sites and blogs.

Learn the Sweets numbering system. The Sweets Catalog is a comprehensive series of commercial catalogs of building materials and equipment. There are approximately 41 divisions that are most important and are the key elements for specifications.

## **JOB INTERVIEWS**

Listed below are the key items that any new drafter needs to address before going into an interview.

1. Clothing: Your clothing should be clean and neatly pressed.
2. Appearance: Your outward appearance should be professional in all manners. Hair should be neatly styled. Facial hair should be neatly trimmed and presentable. As funny as it sounds, make sure your teeth are cleaned. Make-up should be applied sparingly.
3. Resume: Always have an up-to-date resume with you at the interview, even if they already have received one. Your resume should be typed and formatted.
4. Speech: Rehearse answers to questions before your interview, making sure that you speak clearly. Answer questions directly and as simply as possible unless asked for more in-depth answers. When speaking, be sure to look at the interviewer.
5. Manners: Always conduct yourself with manners. Remember, this is not a conversation between friends but between you and an employer. 'Yes Sir' and 'Yes Ma'am' is appropriate when indicated.
6. Professionalism: Always be professional during the interview. Sit straight, look at the interviewer when they are talking to you and when you answer questions. Know about the job you are interviewing for.

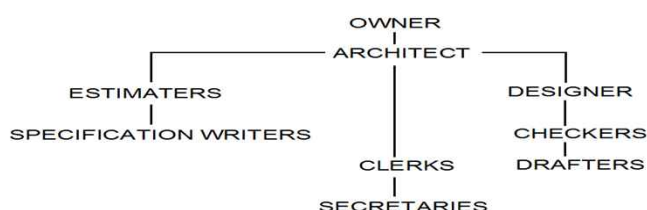
## **COMMUNICATIONS**

Make written comments related to projects to deliver to or with projects. These should be type written but can be neatly printed.

Be able to speak clearly using proper spoken English and terminology. Remember that in business, you are usually speaking to other professionals and you should speak as one also.

## **THE ARCHITECTURAL DESIGN TEAM**

The Architectural Design Team consists of the following people and approximate work flow.



### **YOUR RIGHTS AS AN EMPLOYEE UNDER FEDERAL LAW**

One thing a new drafter needs to understand is how the Federal Employment Laws affect you. It is your responsibility to know the basics of these laws.

Items that the employer is not required to provide the employee are:

1. Sick time pay for colds, flu or other communicable diseases.
2. Provide health, dental, vision, life or disability insurance.
3. Provide vacation, paid or unpaid.

All of the above are considered benefits of employment and are not covered by any Federal Laws. Make sure before you are hired that you understand what the company policy is on these benefits.

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### **REVIEW QUESTIONS:**

1. Following good morals instead of others is called courage.
  - a. T
  - b. F
2. Acting on principles and values is considered:
  - a. Character
  - b. Respect
  - c. Courage
  - d. Self-discipline
3. Being responsible is basing your decisions on
  - a. Wisdom and knowledge
  - b. Respect
  - c. Kindness
  - d. Attitude
4. The Engineer has final authority concerning the design process
  - a. T
  - b. F