

Management Trainee (Bachelor's) - Job Standards

Job Standards include: (Note: this is a representative list only - complete list provided with purchase)

KNOWLEDGE OF WORK:

Has high degree of theoretical knowledge of business in general, obtained through study at the University and summer employment

Understands basic finance, the role of financial institutions in the local, state and national economy, and the impact/response mechanics of federal monetary policy

Understands the role of the Federal Reserve Bank

Understands the economic realities of a not-for-profit business enterprise -- sales, income, expense, profit

QUALITY OF WORK:

Is involved in a training program with specific behavioral objectives, task lists and expectations for accomplishment, a review/examination process, and continuous feedback

Is expected to attain the quality standards established for each task within each function that is being taught

QUANTITY OF WORK:

Quantity is specified in the training program primarily in terms of the amount of knowledge and specific skills the trainee is expected to acquire and perform in conformance with established standards

ORAL COMMUNICATION:

Realizes that language mastery may exceed that of many fellow employees; does not use unfamiliar terms and expressions for the sake of impressing others

Knows that communication is two-way; messages sent must be received, understood, and internalized in order to be effective

Uses appropriate terms and expressions in all situations

WRITTEN COMMUNICATION:

Writes to a level of understanding that communicates central message in a clear, concise, and comprehensive way

Learns how to utilize the organization's electronic message technology (E-Mail, Internet, word processing) to construct and transmit written communication