

### 13.1.11 Career Awareness and Preparation

- \_\_\_\_\_ I have completed at least two (2) self-assessments (interest, aptitude, personality, and values). **(A)**
- \_\_\_\_\_ I have reviewed my career options based on my self-assessments, experiences, and achievements. **(B)**
- \_\_\_\_\_ I have researched five to ten careers that match my interests and aptitudes. **(B) (C)**
- \_\_\_\_\_ I have participated in three of the following: **(D)**
  - Community service
  - Cooperative education/Internship
  - Job shadowing and/or career-focused field trips
  - Part-time employment
  - School-based enterprise
  - Industry-based career programs
- \_\_\_\_\_ Based on research, self-assessment, as well as school and work experiences, I can select my future career path. **(E)**
- \_\_\_\_\_ My career goals have influenced my high school course selection. **(E)**
- \_\_\_\_\_ I attended a college fair and researched postsecondary training programs, and I can determine the training needed for careers in my interest area. **(F)**
- \_\_\_\_\_ I understand postsecondary education and certification programs and the degrees awarded in those programs. **(F)**
- \_\_\_\_\_ I updated my career portfolio and I am looking at postsecondary options that relate to my career goals. **(G) (H)**

### 13.2.11 Career Acquisition

- \_\_\_\_\_ I have participated in an interview and demonstrated effective speaking and listening skills. **(A)**
- \_\_\_\_\_ I have used Internet-based systems to research a career field in my area of interest. **(B)**
- \_\_\_\_\_ I have used newspapers and professional associations to research employment prospects in my career field. **(B)**
- \_\_\_\_\_ I have registered my resume on the Career Link system. **(C)**
- \_\_\_\_\_ I have completed a job application. **(C)**
- \_\_\_\_\_ I have completed a cover letter. **(C)**
- \_\_\_\_\_ I have an up-to-date resume. **(C)**
- \_\_\_\_\_ I use my career portfolio when making career decisions. **(D)**
- \_\_\_\_\_ I can demonstrate workplace skills\* by citing specific examples from my academic and work history. **(E)**

\*Workplace skills include attitude, punctuality/attendance, commitment, communication, dependability, initiative, time management, teamwork, technical literacy, and getting along with others.

### 13.3.11 Career Retention and Advancement

- \_\_\_\_\_ Based on my school and work/volunteer experiences, I can describe what I need to do to get and to keep a job. **(A)**
- \_\_\_\_\_ I contributed to a project’s successful outcome while working on a team. **(B)**
- \_\_\_\_\_ I have used listening techniques such as clarifying, encouraging, restating, and summarizing when working as part of the team. **(B)**
- \_\_\_\_\_ I can give examples of how I used mediation, negotiation, and problem solving in the workplace to diffuse and/or resolve conflict. **(C)**
- \_\_\_\_\_ I have estimated a personal budget based on an amount for a realistic income in my chosen career. **(D)**
- \_\_\_\_\_ I can give three (3) examples of time management strategies, which help me at school and/or on the job. **(E)**
- \_\_\_\_\_ I have evaluated how the global workplace affects my chosen career, and I can describe strategies needed to respond to change. **(F)**
- \_\_\_\_\_ I can give five (5) examples of people who have advanced in their careers through continued learning. **(G)**

### 13.4.11 Entrepreneurship

- \_\_\_\_\_ I have compared working in the corporate environment with starting my own business in order to achieve my career goal. **(A)**
- \_\_\_\_\_ I can give three (3) examples of how entrepreneurial traits (adaptability, ethical behavior, leadership, positive attitude, and risk-taking) match — or don’t match — my personality. **(B)**
- \_\_\_\_\_ I developed a business plan using entrepreneurial resources. For example, I used information from the career center at school, community based organizations, and financial institutions when planning my future. **(C)**