

Intermediate Level Career & Workforce Readiness

NAME: _____

DATE: _____

Career Awareness and Preparation

- I can list ten (10) careers that match my interests and abilities.
 - I can list five non-traditional careers for both boys and girls.
 - I have researched three (3) different types of career training programs and their related employment possibilities.
 - I can list five careers in demand in the area where I live.
 - I understand how the global economy influences each person's job opportunities, earnings and the rate of unemployment in our area.
 - I have made a list of my extracurricular activities and community experiences and can describe how they may influence my career development.
 - I have written a career plan with goals, assessments, interests, abilities, and postsecondary plans.
 - I have met with my 8th grade counselor and my parents to list courses and extracurricular plans for high school, matched to my academic and career goals.
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Career Acquisition

- I have made a formal speech in front of others.
- I can list five (5) effective listening skills and can demonstrate these skills in a role-play situation.
- I have used three (3) different resources to research three (3) regional job openings linked to my interests and abilities.
- I have completed a formal job application.
- I have drafted a resume.
- I have written a thank-you letter after an interview.
- I have assembled my written career plan and goals in a portfolio along with my awards, achievements, schoolwork, and projects.
- I can describe five (5) workplace skills* that I will need in my future career.

*Attitude, punctuality/attendance, commitment, communication, dependability, initiative, time management, teamwork, technical literacy, and getting along with others.

Career Retention and Advancement

- I have interviewed a worker to find out what attitudes and work habits helped him/her to get promoted and to keep his/her job.
 - I have worked with others on a team and can state each person's contribution to the project.
 - I have discussed various conflict resolution skills in a group setting and can use them to solve a problem.
 - I have set up a sample budget with imaginary expenses and income to understand importance of financial planning.
 - I have developed a weekly and a monthly time schedule and kept track of events in a daily/weekly planner.
 - I have interviewed a person with a disability and asked him/her how it affected his/her career planning and goals.
 - I have interviewed a person who has been retrained for a new career.
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Entrepreneurship

- I have interviewed both someone who works for a company and a business owner to learn about the difference in their job security, wages, costs, and benefits.
 - I have interviewed 3 business owners to learn the entrepreneurial qualities needed to be successful
 - I have started to develop a basic business plan after interviewing an entrepreneur.
 - I have discussed with my teacher or parent the basic components of a business plan (competition, daily operations, finances, marketing, and resource management) as applied to the creation of a new business.
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