

### 13.1.8 Career Awareness and Preparation

- \_\_\_\_\_ I can list ten (10) careers that match my interests and abilities. **(A) (B)**
- \_\_\_\_\_ I can list five (5) non-traditional careers for both boys and girls. **(C)**
- \_\_\_\_\_ I have researched three (3) different types of career training programs and their related employment possibilities. **(D)**
- \_\_\_\_\_ I can list five (5) careers in demand in the area where I live. **(E)**
- \_\_\_\_\_ I understand how the global economy influences each person’s job opportunities, earnings and the rate of unemployment in our area. **(E)**
- \_\_\_\_\_ I have made a list of my extracurricular activities and community experiences and can describe how they may influence my career development. **(F)**
- \_\_\_\_\_ I have written a career plan with goals, assessments, interests, abilities, and postsecondary plans. **(G)**
- \_\_\_\_\_ 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. **(H)**

### 13.2.8 Career Acquisition

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

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

### 13.3.8 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. **(A)**
- \_\_\_\_\_ I have worked with others on a team and can state each person’s contribution to the project. **(B)**
- \_\_\_\_\_ I have discussed various conflict resolution skills in a group setting and can use them to solve a problem. **(C)**
- \_\_\_\_\_ I have set up a sample budget with imaginary expenses and income to understand the importance of financial planning. **(D)**
- \_\_\_\_\_ I have developed a weekly and a monthly time schedule and kept track of events in a daily/weekly planner. **(E)**
- \_\_\_\_\_ I have interviewed a person with a disability and asked him/her how it affected his/her career planning and goals. **(F)**
- \_\_\_\_\_ I have interviewed a person who has been retrained for a new career. **(G)**

### 13.4.8 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. **(A)**
- \_\_\_\_\_ I have interviewed 3 business owners to learn the entrepreneurial qualities needed to be successful **(B)**
- \_\_\_\_\_ I have started to develop a basic business plan after interviewing an entrepreneur. **(C)**
- \_\_\_\_\_ 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. **(C)**