

Advanced Level Career & Workforce Readiness

NAME: _____

DATE: _____

Career Awareness and Preparation

- I have completed at least two (2) self-assessments (interest, aptitude, personality, and values).
 - I have reviewed my career options based on my self-assessments, experiences, and achievements.
 - I have researched five to ten careers that match my interests and aptitudes.
 - I have participated in three of the following: 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.
 - My career goals have influenced my high school course selection.
 - I attended a college fair and researched postsecondary training programs, and I can determine the training needed for careers in my interest area.
 - I understand postsecondary education and certification programs and the degrees awarded in those programs.
 - I updated my career portfolio and I am looking at postsecondary options that relate to my career goals.
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Career Acquisition

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

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

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.
 - I contributed to a project's successful outcome while working on a team.
 - I have used listening techniques such as clarifying, encouraging, restating, and summarizing when working as part of the team.
 - I can give examples of how I used mediation, negotiation, and problem solving in the workplace to diffuse and/or resolve conflict.
 - I have estimated a personal budget based on an amount for a realistic income in my chosen career.
 - I can give three (3) examples of time management strategies, which help me at school and/or on the job.
 - I have evaluated how the global workplace affects my chosen career, and I can describe strategies needed to respond to change.
 - I can give five (5) examples of people who have advanced in their careers through continued learning.
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Entrepreneurship

- I have compared working in the corporate environment with starting my own business in order to achieve my career goal.
 - 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.
 - 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.
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