

# WORKPLACE READINESS

## Content Standard I:

Self-Evaluation and Career Awareness: Assess personal strengths, skills, talents, values and interests relative to appropriate jobs and career paths.

<i>Performance Standards</i>	<i>Sample Activities</i>	<i>Assessment Strategies</i>	<i>Resources</i>
<ol style="list-style-type: none"> <li>1. Use a variety of research tools in the career exploration process</li> <li>2. Evaluate postsecondary training opportunities related to career interest (college, apprenticeships, certification, licensing, employer-sponsored training and military options)</li> <li>3. Identify career interests and transferable skills necessary for opportunities in the global workforce</li> <li>4. Analyze needs of industry in regard to economic trends and changes within both traditional and non-traditional occupations</li> <li>5. Develop an individual career plan</li> </ol>	<ol style="list-style-type: none"> <li>1. Ongoing discussions with Guidance Counselor regarding career planning and academic requirements</li> <li>2. Use of DISCOVER career exploration software</li> <li>3. Discussion of DISCOVER results with WHS Career Center Specialist and Guidance Counselor</li> <li>4. Preparatory readings and text book activities (Chapters 1-4)</li> <li>5. Review process and requisites of career research paper</li> <li>6. “Career Day” workshops (8)</li> <li>7. Job shadow (upon course completion)</li> </ol>	<ul style="list-style-type: none"> <li>• Student Profile (DISCOVER software)</li> <li>• Career research paper</li> <li>• Career Plan/Portfolio</li> <li>• “Career Day” evaluation</li> <li>• Pre- and post- job shadow questionnaire</li> <li>• School wide Rubrics               <ul style="list-style-type: none"> <li>○ Use a variety of technology and information resources to gather and synthesize data</li> <li>○ To communicate effectively in writing</li> </ul> </li> <li>• State CTE assessment (2 CTE credits minimum required for testing)</li> </ul>	<ul style="list-style-type: none"> <li>• DISCOVER software (2007 version)</li> <li>• <i>Your Career – How to Make It Happen</i> (6<sup>th</sup> edition)</li> <li>• Worldwide Web</li> <li>• Occupational Outlook Handbook <a href="http://www.bis.gov/oco">www.bis.gov/oco</a></li> <li>• Bureau of Labor Statistics <a href="http://www.bis.gov/oco">www.bis.gov/oco</a></li> <li>• Dictionary of Occupational Titles</li> <li>• Career Center library of videos and printed materials</li> <li>• Wolcott High Resource Center Business Advisors (“Career Day,” Job shadows)</li> </ul>

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## Content Standard II:

Career Acquisition: Identify skills, aptitudes and ethics required for employment in a dynamic and increasingly competitive global marketplace

<i>Performance Standards</i>	<i>Sample Activities</i>	<i>Assessment Strategies</i>	<i>Resources</i>
<ol style="list-style-type: none"> <li>1. Identify job-specific and transferable skills required by employers</li> <li>2. Demonstrate job search skills using a variety of resources and methods</li> <li>3. Understand the methods for building references and networks</li> <li>4. Demonstrate effective written and oral communications skills necessary for employment</li> </ol>	<ol style="list-style-type: none"> <li>1. Preparatory readings and textbook activities (Chapters 3; 5 – 17)</li> <li>2. Completion of job applications</li> <li>3. Research job opportunities and colleges via the Internet</li> <li>4. Prepare customized resume (paper, electronic)</li> <li>5. Develop cover letter</li> <li>6. DISCOVER interactive interviews</li> <li>7. Mock interviews</li> <li>8. Post-interview activities</li> </ol>	<ul style="list-style-type: none"> <li>• Evaluation of completed applications, resume and cover letter with emphasis on appropriateness, comprehensiveness and professionalism</li> <li>• “Network Tree”</li> <li>• Critiques of mock interviews (text pp. 275 – 280)</li> <li>• “Do’s and Don’ts”; body language; grammar; appearance; attitude</li> <li>• School wide Rubrics:               <ul style="list-style-type: none"> <li>○ To use a variety of technology and information resources to gather and synthesize data</li> <li>○ To communicate effectively in writing”</li> </ul> </li> <li>• State CTE assessment (2 CTE credits minimum required for testing)</li> </ul>	<ul style="list-style-type: none"> <li>• DISCOVER software (2007 version)</li> <li>• <i>Your Career – How to Make It Happen</i> (6<sup>th</sup> edition)</li> <li>• SCANS Report</li> <li>• Guest speaker (Ross Primack – CSDE, Resume/Interviewing Consultant)</li> <li>• Websites:               <ul style="list-style-type: none"> <li>○ <a href="http://webopedia.com">http://webopedia.com</a></li> <li>○ <a href="http://www.monster.com">www.monster.com</a></li> <li>○ <a href="http://www.careerbuilder.com">www.careerbuilder.com</a></li> <li>○ <a href="http://www.levitt.swlearning.com">www.levitt.swlearning.com</a></li> <li>○ <a href="http://www.eresumes.com">www.eresumes.com</a></li> <li>○ <a href="http://www.careerlab.com">www.careerlab.com</a></li> <li>○ <a href="http://www.job-interview.net">www.job-interview.net</a></li> <li>○ <a href="http://www.hotjobs.com">www.hotjobs.com</a></li> <li>○ <a href="http://www.salary.com">www.salary.com</a></li> </ul> </li> </ul>