Standards/Measurement Criteria
Career Exploration

1.0 EVALUATE INDIVIDUAL STRENGTHS, VALUES AND PERSONALITY TRAITS

1.1 Evaluate the importance of a positive self concept
1.2 Explore and relate personal achievements, interests and skills to career options
1.3 Evaluate how personality traits, behavioral styles and personal values influence work habits
1.4 Evaluate how personality traits, behavioral styles and values align with career options

2.0 EXPLORE A VARIETY OF OCCUPATIONAL AREAS

2.1 Demonstrate the use of technology and other resources to research and obtain career information
2.2 Research occupations within Career Pathways and Career Clusters
2.3 Explore various occupations and classify into career clusters
2.4 Identify the skills, educational requirements and program of study related to different occupations
2.5 Create a financial plan to reach at least one career option

3.0 DEMONSTRATE AN UNDERSTANDING OF ACADEMIC ACHIEVEMENT AND PERFORMANCE REQUIRED FOR MEETING CAREER GOALS

3.1 Investigate all postsecondary options; such as two and four year college, military, technical schools, apprenticeships, and on-the-job training
3.2 Assess the importance of educational achievement; appropriate course selection for career opportunities; life long learning and success in the workplace
3.3 Analyze the education and training required to achieve career goals
3.4 Explore possible barriers to achieving career goals

4.0 DEMONSTRATE CAREER PLANNING SKILLS

4.1 Demonstrate skills to locate, understand and use career information
4.2 Research school and community resources to explore educational and occupational choices
4.3 Develop a 4-6 year career and educational plan
4.4 Develop, maintain, and update a career portfolio

5.0 DEMONSTRATE DECISION MAKING AND CRITICAL THINKING SKILLS REQUIRED FOR CAREER SUCCESS

5.1 Identify appropriate methods for problem-solving and decision-making
5.2 Apply decision-making skills to career planning, course selection and educational transition
5.3 Solve problems and make decisions in simulated work-related situations

6.0 DEVELOP COMMUNICATION SKILLS FOR PUBLIC AND WORKPLACE ENVIRONMENTS

6.1 Utilize interpersonal skills to interact positively with others
6.2 Demonstrate active listening skills
6.3 Evaluate the impact of nonverbal communication
6.4 Demonstrate ability to take constructive criticism from others and apply it in a positive manner
6.5 Communicate using demonstration and presentation skills
6.6 Communicate using written communication skills
6.7 Evaluate and apply techniques for conflict resolution
6.8 Demonstrate a general understanding of behavioral styles and their impact on effective communication

7.0 DEVELOP LEADERSHIP AND TEAMWORK SKILLS REQUIRED FOR THE WORKPLACE

7.1 Demonstrate responsibility, dependability, punctuality, cooperation, integrity, and positive attitude expected in the workplace
7.2 Adapt organizational and time management skills for task completion
7.3 Model and demonstrate leadership skills
7.4 Demonstrate teamwork skills
7.5 Outline team dynamics

8.0 ANALYZE AND DEVELOP LEGAL AND ETHICAL BEHAVIORS

8.1 Describe a workplace attendance policy
8.2 Choose ethical courses of action in school and work settings
8.3 Describe the relationship and roles of supervisors, employees and co-workers
8.4 Determine rules of safe and appropriate conduct when using the internet and email
8.5 Explain the consequences of illegal and unethical use of information technology
8.6 Explain the consequences of sexual harassment
8.7 Identify legal implications of discrimination

9.0 DEMONSTRATE TECHNOLOGICAL LITERACY REQUIRED IN THE WORKPLACE

9.1 Utilize technology based research tools to locate and collect information
9.2 Communicate using e-mail, Internet and other technology tools
9.3 Demonstrate computer literacy using word processing, spreadsheet and database software
9.4 Incorporate technology tools to enhance learning, to increase productivity and creativity

10.0 ANALYZE HOW SOCIAL, ORGANIZATIONAL AND TECHNOLOGICAL SYSTEMS OPERATE

10.1 Demonstrate basic knowledge of operations and functions of technology systems
10.2 Identify the uses of technology in industry, education, the political arena, and day-to-day consumer affairs
10.3 Explore the social, ethical, and human issues related to using technology in daily lives
10.4 Identify the effects of societal, economic and technological trends on occupations
10.5 Explore the impact of managing a career in a global economy

11.0 EVALUATE FACTORS CONTRIBUTING TO A SAFE AND HEALTHY WORK ENVIRONMENT

11.1   Survey safety procedures required in the workplace
11.2   Demonstrate safety in work related situations
11.3   Practice safe use of tools and equipment
11.4   Identify constructive health habits
11.5   Demonstrate appropriate and/or required dress for different workplace settings

12.0 DEMONSTRATE AN UNDERSTANDING OF DIVERSITY

12.1   Explain equal career opportunities for all individuals regardless of race, ethnicity, gender, age and/or disability conditions
12.2   Describe how physical, intellectual and cultural diversity can strengthen workplace effectiveness
12.3   Identify stereotypes, biases and discriminatory behaviors that may impact entering nontraditional occupations
12.4   Demonstrate appropriate strategies for dealing with the differences associated with diversity in the workplace
12.5   Demonstrate appropriate manners and etiquette when interacting with people of diversity including age, cultural differences and persons with disabilities