

Figure 2.1 Career Development Checklist

Career Awareness

- Can identify parents' and other family members' jobs.
- Can describe what parents and others do on their jobs.
- Can name and describe at least 10 different occupations.
- Can describe how people get jobs.
- Can describe at least three jobs to investigate.
- Can discuss what happens if adults cannot or do not work.
- Can identify why people have to get along with each other at work.

Career Exploration

- Can discern the difference between a job and a career.
- Can identify three ways to find out about different occupations.
- Can state at least three things they want in a job.
- Can identify the steps in finding a job.
- Can identify at least three careers they want to explore.
- Can state preferences for indoor vs. outdoor work, solitary work vs. working with others, and working with their hands and tools/machines versus working strictly with their minds.
- Can identify how to get applications and how to complete them.
- Can discuss why interviews are important.
- Can identify their strengths, abilities, skills, learning styles, and special needs regarding work or specific jobs.

Career Preparation

- Can identify career/vocational courses they want to take in school.
- Can describe the educational and work requirements of specific careers and jobs.
- Can identify where education and training can be obtained.
- Can explain steps in acquiring the skills necessary to enter a chosen field or job.
- Can describe entry-level skills, course or job requirements, and exit-level competencies to succeed in courses.
- Can identify community and educational options and alternatives to gaining education and employment in a chosen field.
- Can identify the worker characteristics and skills in working with others that are required in a chosen field or job.

Career Assimilation

- Can identify steps to take if they want to advance in their place of employment.
- Can identify educational benefits and ways of gaining additional training through their employment.
- Can explain fields related to their current work into which they could transfer.
- Can identify ways to change jobs without losing benefits or salary.
- Can describe appropriate ways of leaving or changing jobs and companies.
- Can relate their skills to other occupations and avocations.
- Can explain retirement benefits.
- Can identify and participate in leisure activities that they can pursue after they retire.

Figure 2.2 Relevant Assessment Questions for Career Development

Awareness Phase

- What is work?
- What is a job?
- What are some jobs you know about?
- What kind of work do people do on these jobs?
- What have you dreamed of doing when you finish school?
- What kind of job do you want?
- Where do you want to live, and with whom, when you are grown up?
- Why do people work? Why do you want to work?
- What do you enjoy doing when you are not in school?
- What jobs do your mother, father, and other family members have?
- What types of things do they do on their jobs?
- What is college? Why do people go to college? What is vocational training?
- What is public transportation? How would you get where you want to go if your parents did not drive you?
- What is voting?

Exploration Phase

- What jobs are you interested in visiting?
- What exploratory courses would you like to take in school?
- What hobbies do you have?
- What activities do you do in your spare time?
- What volunteer or community service work do you do?
- Did you enjoy your summer job? What parts did you like best?
- Do you like being inside or outside better?
- Do you prefer being with other people, or do you enjoy being by yourself?
- Do you enjoy working with your hands and with tools, or do you prefer to solve problems in your head?
- Did you get along well with your classmates? If so, why did you? If not, why didn't you?
- What skills do you have that you can use in these or other courses?

Preparation Phase

- What courses do you need to achieve your career goals?
- What skills will you need to gain entry into those courses?
- How will you prepare to live on your own?
- Will you need to take courses during high school and after?
- Will these courses lead to college courses? Does the school have a tech prep program?
- Do you and your family plan for you to attend college?
- Will you gain the skills needed to succeed in college?
- Will you be able to get a job based on your high school and/or college coursework?
- Does the educational program provide job placement and support?
- Can you gain entry into an approved apprenticeship program?

Assimilation Phase

- Can you continue your training and education after you begin employment?
- Does the employer provide educational benefits?
- How can you advance within the company?
- Can you transfer between departments in your company?
- Does the employer offer a good retirement and benefits package?
- Do you have alternatives to pursue if your employer has to downsize or lay off workers?
- Do you have options for continuing education, even for leisure interests?
- Can you transfer your job skills and avocational skills to other employment?