



Career Information Checklists

The Career Information Checklist are available for student use to track career exploration, career awareness, and workforce preparation activities. Each list is leveled, with Career Information Checklist I designed for students in Beginning ABE/ESL classes. Each level has more complex activities, with Career Information Checklist IV designed for Adult Secondary Education students.

The activities identified on each checklist are examples that can be modified or customized for program use. Agencies, instructors, and students can use these to track completion of activities. The checklists can also be used to demonstrate collaboration and coordination of services with other regional programs and partners.

Adapted from: Capital Region Partnership for Career Development. (2009). Standards aligned system linked to the "I" Statements The Academic Standards for Career Education and Work Grades 4-5. Retrieved from [the Partnerships for Career Development website](#).

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Career Information Checklist - I

Career Awareness and Exploration

- ☐ I can list my interests and hobbies.
- ☐ I can list a friend's interests and hobbies.
- ☐ I can name the things that my friends and family members do during their work week.
- ☐ I can name five different jobs in my community.
- ☐ I have talked to three people in my class or community, and I can describe what they do at their jobs.
- ☐ I can explain why education is important for my future career.

Entering a Pathway

- ☐ I have spoken in front of a small group in class.
- ☐ I have listened to others speak, and can listen for important facts.
- ☐ I know that the Internet, newspapers, and magazines are good places to learn about jobs.
- ☐ I have written a letter to a friend or relative.
- ☐ I have worked with a team of my peers in class.
- ☐ I can use a computer to send messages to family and friends, to type and print a paper for class, and to visit a website.

Advancing on a Pathway

- ☐ I have talked to a classmate about good work habits for success in class and at a job.
- ☐ I can name three habits that I have that will make me successful at work.
- ☐ I can name one or more habits that I must change to be successful at work.
- ☐ I can plan a weekly schedule for home and work.
- ☐ I can discuss how my friends' or family members' roles at home are different from their roles at work.
- ☐ I have talked to friends about what they learn at their jobs and how it helps them to do a good job.

Career Information Checklist - II

Career Awareness and Exploration

- ☐ I can describe how my interests and skills will help me to choose a career.
- ☐ I can explain the difference between traditional and non-traditional careers.
- ☐ I have interviewed a person in a non-traditional career.
- ☐ I can list five different types of career training programs.
- ☐ I have made a list of what is important to me in a career – working conditions, work schedule, salary, benefits, location, etc.
- ☐ I have interviewed three individuals to find out why they chose their careers and then documented their career stories.
- ☐ I have started to collect items for my career portfolio.
- ☐ I have made a list of my skills and interests and have begun to match them to careers.

Entering a Pathway

- ☐ I am polite when talking with others and use proper English speaking skills.
- ☐ I have read an ad for a job both on the Internet and in a newspaper.
- ☐ I can state the difference between a personal letter and a business letter.
- ☐ I have written a letter to a business.
- ☐ I have updated my career portfolio, including awards, special projects, and class work.
- ☐ I can give five examples of employability that I demonstrate.

Advancing on a Pathway

- ☐ I can describe five attitudes and work habits that are important both in class and at work.
- ☐ I can describe a team and how the team members work together to achieve a goal.
- ☐ I have learned to accept others' opinions even when I don't agree with them.
- ☐ I can describe a budget and why it is necessary.
- ☐ I can define the following terms: gross pay, taxes, net pay, savings, expenses, and contributions.
- ☐ I can describe my schedule both in class and at work.
- ☐ I can give an example of how a person's career changes (promotions, transfers, etc.) and why it's important to keep learning.

Career Information Checklist - III

Career Awareness and Exploration

- ☐ I can list 10 careers that match my interests and abilities in a chosen sector.
- ☐ I can list five non-traditional careers for both males and females.
- ☐ I have researched three different types of career training programs and their related employment possibilities.
- ☐ I can list five careers in demand in the area where I live.
- ☐ I understand how local labor market information can influence job opportunities, earnings, and the rate of unemployment in our area.
- ☐ I have made a list of my hobbies, interests, and community experiences and can describe how they may influence my career development.
- ☐ I have written a career plan with goals, assessments, interests, abilities, and postsecondary plans.

Entering a Pathway

- ☐ I have made a speech in front of others.
- ☐ I can list five effective listening skills and can demonstrate these skills.
- ☐ I have used three different resources to research three regional job openings that match my interests and abilities.
- ☐ I have completed a job application.
- ☐ I have completed an online job application.
- ☐ I have started or completed a resume.
- ☐ I have written a thank-you letter after an interview.
- ☐ I have written my career plan and goals and know how to achieve them.
- ☐ I can describe five employability skills that I will need in my future career.

Advancing on a Pathway

- ☐ I have interviewed a worker to find out what attitudes and work habits helped him/her get promoted.
- ☐ I have interviewed a worker to find out what attitudes and work habits helped him/her keep his/her job.
- ☐ I have worked with others on a team and can describe each person's contribution to the project.
- ☐ I can identify various conflict-resolution skills in a group and can use them to resolve a conflict.
- ☐ I have set up a sample budget with potential expenses and income.
- ☐ I have developed a weekly and a monthly time schedule and kept track of events in a daily/weekly planner.

Career Information Checklist - IV

Career Awareness and Exploration

- ☐ I have completed at least two work-related self-assessments.
- ☐ 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.
- ☐ Based on research, self-assessment, and work experiences, I can select my potential future career path.
- ☐ My career goals have influenced my future postsecondary education/training selection.
- ☐ I have researched postsecondary education/training programs and I know the training needed for careers in my interest area.
- ☐ I understand postsecondary education and certification programs.
- ☐ I updated my career path and I am looking at postsecondary options that relate to my career goals.

Entering a Pathway

- ☐ I have participated in an interview and demonstrated effective speaking and listening skills.
- ☐ I have used internet sites, such as JobGateway® or O*NET®, to research a career in my area of interest.
- ☐ I have used newspapers and internet sites to research employment opportunities in my career field.
- ☐ I have uploaded my resume on the PA CareerLink®/JobGateway® system.
- ☐ I have completed a job application.
- ☐ I have completed an online 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 employability skills by citing specific examples from my academic and work history.

Advancing on a Pathway

- ☐ Based on my school and work/volunteer experiences, I can describe what I need to do to get and to keep a job.
- ☐ I have contributed to a project's successful outcome while working in a team.
- ☐ I have used listening techniques such as clarifying, encouraging, restating, and summarizing when working as part of a team.
- ☐ I can give examples of how I can use mediation, negotiation, and problem solving in the workplace to resolve conflict.
- ☐ I have estimated a personal budget based on an amount for a potential, realistic income in my chosen career.
- ☐ I can give three examples of time management strategies, which can help me at school and/or on the job.
- ☐ I can give five examples of people who have advanced in their careers through postsecondary education and/or lifelong learning.