

Career Information Checklist I

Foundation Skills Framework Alignment

This document provides a suggested alignment of each activity in the Career Information Checklists to the Foundation Skills Framework.

Career Awareness and Exploration	Foundation Skills Framework Alignment
I can list my interests and hobbies.	Writes Clearly and Concisely Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I can list a friend's interests and hobbies.	Writes Clearly and Concisely
I can name the things that my friends and family members do during their work week.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W4.2 Participates in basic conversation, discussion, or interview
I can name five different jobs in my community.	Speaking Clearly and Concisely
I have talked to three people in my class or community, and I can describe what they do at their jobs.	Listens with Understanding
I can explain why education is important for my future career.	Speaking Clearly and Concisely Lifelong Learning Skills <ul style="list-style-type: none"> L 1.2 Applies skills in new contexts
Entering a Pathway	
I have spoken in front of a small group in class.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W 4.1 Demonstrates knowledge of basic concepts about effective speech
I have listened to others speak, and can listen for important facts.	Listens with Understanding <ul style="list-style-type: none"> W 3.3 Analyzes information communicated orally
I know that the Internet, newspapers, and magazines are good places to learn about jobs.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet and World Wide Web; Locates and Uses Resources <ul style="list-style-type: none"> W 8.2 Gathers and organizes resources
I have written a letter to a friend or relative.	Writes Clearly and Concisely
I have worked with a team of my peers in class.	Demonstrates Effective Interpersonal Relations <ul style="list-style-type: none"> E 1.1 Cooperates with others works in Teams E 3.1 Understands the difference between working individually and working in a team
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.	Uses Technology <ul style="list-style-type: none"> W 7.3 Uses basic software applications and programs W 7.4 Uses email software

ORANGE: Basic Employability Skills

GREEN: Basic Workplace Skills

PURPLE: Basic Workplace Knowledge

BLUE: Lifelong Learning Skills

Career Awareness and Exploration	Foundation Skills Framework Alignment
Advancing on a Pathway	
I have talked to a classmate about good work habits for success in class and at a job.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.2 Displays responsible work behaviors
I can name three habits that I have that will make me successful at work.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.2 Displays responsible work behaviors
I can name one or more habits that I must change to be successful at work.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.2 Displays responsible work behaviors
I can plan a weekly schedule for home and work.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.3 Manages time effectively Reads with Understanding <ul style="list-style-type: none"> W 1.6 Reads and interprets documents
I can discuss how my friends' or family members' roles at home are different from their roles at work.	Works within Organizational Structure and Culture <ul style="list-style-type: none"> K 5.1 Understands one's role within organization
I have talked to friends about what they learn at their jobs and how it helps them to do a good job.	Works within Organizational Structure and Culture <ul style="list-style-type: none"> K 5.1 Understands one's role within organization

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Career Information Checklist II

Foundation Skills Framework Alignment

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Career Awareness and Exploration	Foundation Skills Framework Alignment
I can describe how my interests and skills will help me to choose a career.	Demonstrates Effective Interpersonal Relations <ul style="list-style-type: none"> E 1.1 Cooperates with others
I can explain the difference between traditional and non-traditional careers.	Works within Organizational Structure and Culture <ul style="list-style-type: none"> K 5.1 Understands one's role within organization
I have interviewed a person in a non-traditional career.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W 4.2 Participates in basic conversation, discussion or interview
I can list five different types of career training programs.	Locates and Uses Resources <ul style="list-style-type: none"> W 8.3 Evaluates resources
I have made a list of what is important to me in a career – working conditions, work schedule, salary, benefits, location, etc.	Demonstrates Self-Management Strategies
I have interviewed three individuals to find out why they chose their careers and then documented their career stories.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W 4.2 Participates in basic conversation, discussion or interview
I have started to collect items for my career portfolio.	Locates and Uses Resources <ul style="list-style-type: none"> W 8.2 Gathers and organizes resources
I have made a list of my skills and interests and have begun to match them to careers.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
Entering a Pathway	
I am polite when talking with others and use proper English speaking skills.	Speaks Clearly and Concisely <ul style="list-style-type: none"> W 4.1 Demonstrates knowledge of basic concepts about effective speech
I have read an ad for a job both on the Internet and in a newspaper.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet and World Wide Web
I can state the difference between a personal letter and a business letter.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations
I have written a letter to a business.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations

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Career Awareness and Exploration	Foundation Skills Framework Alignment
I have updated my career portfolio, including awards, special projects, and class work.	Locates and Uses Resources <ul style="list-style-type: none"> W 8.2 Gathers and organizes resources
I can give five examples of employability that I demonstrate.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.2 Displays responsible work behaviors
Advancing on a Pathway	
I can describe five attitudes and work habits that are important both in class and at work.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E2.2 Displays responsible work behaviors
I can describe a team and how the team members work together to achieve a goal.	Works in Teams <ul style="list-style-type: none"> E 3.3 Develops and maintains productive group relations
I have learned to accept others' opinions even when I don't agree with them.	Works in Teams <ul style="list-style-type: none"> E 3.2 Participates as a team member
I can describe a budget and why it is necessary.	Understands Finances <ul style="list-style-type: none"> K 4.2 Understands basic budget concepts
I can define the following terms: gross pay, taxes, net pay, savings, expenses, and contributions.	Understands Finances <ul style="list-style-type: none"> K 4.1 Understands personal work-related finances
I can describe my schedule both in class and at work.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.3 Manages time effectively
I can give an example of how a person's career changes (promotions, transfers, etc.) and why it's important to keep learning.	Lifelong Learning Skills <ul style="list-style-type: none"> L 1.2 Applies skills in new contexts

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Career Information Checklist III

Foundation Skills Framework Alignment

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Career Awareness and Exploration	Foundation Skills Framework Alignment
I can list 10 careers that match my interests and abilities in a chosen sector.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I can list five non-traditional careers for both males and females.	Works within Organizational Structure & Culture <ul style="list-style-type: none"> K 5.1 Understands one's role within organization
I have researched three different types of career training programs and their related employment possibilities.	Demonstrates Quality Consciousness <ul style="list-style-type: none"> K 3.3 Practices continuous improvement
I can list five careers in demand in the area where I live.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I understand how local labor market information can influence job opportunities, earnings, and the rate of unemployment in our area.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet and World Wide Web
I have made a list of my hobbies, interests, and community experiences and can describe how they may influence my career development.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I have written a career plan with goals, assessments, interests, abilities, and postsecondary plans.	Lifelong Learning Skills <ul style="list-style-type: none"> L 1.2 Applies skills in new contexts
Entering a Pathway	
I have made a speech in front of others.	Speaks Clearly and Concisely <ul style="list-style-type: none"> W 4.1 Demonstrates knowledge of basic concepts about effective speech
I can list five effective listening skills and can demonstrate these skills.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I have used three different resources to research three regional job openings that match my interests and abilities.	Observes Critically <ul style="list-style-type: none"> W 6.4 Verifies and documents observation & Locates and Uses Resources-W 8.4 Uses resources
I have completed a job application.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations
I have completed an online job application.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet and World Wide Web

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Career Awareness and Exploration	Foundation Skills Framework Alignment
I have started or completed a resume.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations
I have written a thank-you letter after an interview.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.1 Applies principles of Standard English language usage, grammar, mechanics, and spelling in written work
I have written my career plan and goals and know how to achieve them.	Lifelong Learning Skills <ul style="list-style-type: none"> L 1.3 Manages Change
I can describe five employability skills that I will need in my future career.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.2 Displays responsible work behaviors
Advancing on a Pathway	
I have interviewed a worker to find out what attitudes and work habits helped him/her get promoted.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W 4.2 Participates in basic conversation, discussion or interview
I have interviewed a worker to find out what attitudes and work habits helped him/her keep his/her job.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W 4.2 Participates in basic conversation, discussion or interview
I have worked with others on a team and can describe each person's contribution to the project.	Works in Teams <ul style="list-style-type: none"> E 3.3 Develops and maintains productive group relations
I can identify various conflict-resolution skills in a group and can use them to resolve a conflict.	Demonstrates Effective Interpersonal Relations <ul style="list-style-type: none"> E 1.4 Resolves conflict
I have set up a sample budget with potential expenses and income.	Understands Finances <ul style="list-style-type: none"> K 4.2 Understands basic budget concepts
I have developed a weekly and a monthly time schedule and kept track of events in a daily/weekly planner.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.3 Manages time effectively

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Career Information Checklist IV

Foundation Skills Framework Alignment

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Career Awareness and Exploration	Foundation Skills Framework Alignment
I have completed at least two work-related self-assessments.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I have reviewed my career options based on my self-assessments, experiences, and achievements.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I have researched five to ten careers that match my interests and aptitudes.	Locates and Uses Resources <ul style="list-style-type: none"> W 8.3 Evaluates resources
Based on research, self-assessment, and work experiences, I can select my potential future career path.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
My career goals have influenced my future postsecondary education/training selection.	Makes Decisions <ul style="list-style-type: none"> E 5.4 Implements decision and evaluates consequences
I have researched postsecondary education/training programs and I know the training needed for careers in my interest area.	Makes Decisions <ul style="list-style-type: none"> E 5.4 Implements decision and evaluates consequences
I understand postsecondary education and certification programs.	Locates and Uses Resources <ul style="list-style-type: none"> W 8.2 Gathers and organizes resources
I updated my career path and I am looking at postsecondary options that relate to my career goals.	Locates and Uses Resources <ul style="list-style-type: none"> W 8.4 Uses resources
Entering a Pathway	
I have participated in an interview and demonstrated effective speaking and listening skills.	Speaking Clearly and Concisely <ul style="list-style-type: none"> W 4.2 Participates in basic conversation, discussion or interview
I have used internet sites, such as JobGateway® or O*NET®, to research a career in my area of interest.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet & World Wide Web
I have used newspapers and internet sites to research employment opportunities in my career field.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet & World Wide Web
I have uploaded my resume on the PA CareerLink®/JobGateway® system.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet & World Wide Web
I have completed a job application.	Writes Clearly and Concisely

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Career Awareness and Exploration	Foundation Skills Framework Alignment
	<ul style="list-style-type: none"> W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations
I have completed an online job application.	Uses Technology <ul style="list-style-type: none"> W 7.5 Use of Internet & World Wide Web
I have completed a cover letter.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.1 Applies principles of Standard English language usage, grammar, mechanics, and spelling in written work
I have an up-to-date resume.	Writes Clearly and Concisely <ul style="list-style-type: none"> W 2.3 Demonstrates knowledge of concepts about writing in a variety of situations
I use my career portfolio when making career decisions.	Makes Decisions <ul style="list-style-type: none"> E 5.3 Analyzes and evaluates options
I can demonstrate employability skills by citing specific examples from my academic and work history.	Demonstrates Quality Consciousness <ul style="list-style-type: none"> K 3.1 Shows concern for quality in one's work
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.	Demonstrates Quality Consciousness <ul style="list-style-type: none"> K 3.3 Practices continuous improvement
I have contributed to a project's successful outcome while working in a team.	Works in Teams <ul style="list-style-type: none"> E 3.2 Participates as team member
I have used listening techniques such as clarifying, encouraging, restating, and summarizing when working as part of a team.	Listens with Understanding <ul style="list-style-type: none"> W3.1 Demonstrates active listening skills Works in Teams <ul style="list-style-type: none"> E 3.2 Participates as team member
I can give examples of how I can use mediation, negotiation, and problem solving in the workplace to resolve conflict.	Solves Problems <ul style="list-style-type: none"> E 4.3 Identifies possible solutions
I have estimated a personal budget based on an amount for a potential, realistic income in my chosen career.	Understands Finances <ul style="list-style-type: none"> K 4.2 Understands basic budget concepts
I can give three examples of time management strategies, which can help me at school and/or on the job.	Demonstrates Self-Management Strategies <ul style="list-style-type: none"> E 2.3 Manages time effectively
I can give five examples of people who have advanced in their careers through postsecondary education and/or lifelong learning.	Lifelong Learning Skills <ul style="list-style-type: none"> L 1.1 Knows how to learn

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