

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

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 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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|---|--|
| 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 |
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| 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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