

Student _____ ID# _____ Date _____

This matrix can be used to document student attainment of skills required for the Career Readiness Diploma Option.

CAREER AND TECHNICAL EDUCATION STANDARDS: STRAND 9 EMPLOYABILITY AND CAREER DEVELOPMENT (7-12)

CONTENT STANDARD 1: Students will know and understand the importance of employability skills.

BENCHMARK 1: Identify and demonstrate the use of positive work behaviors and personal qualities needed to be employable.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Demonstrate self-discipline, self-worth, positive attitude and integrity in a work situation			
Demonstrate flexibility and willingness to learn new knowledge and skills			
Exhibit commitment to the organization			
Identify how work varies with regard to site (ie, indoor vs. outdoor)			
Apply communication strategies when adapting to a culturally diverse environment			
Manage resources in relation to the position (ie, budget, supplies, computer)			
Identify positive work qualities typically desired in each of the career clusters pathways			
Manage work roles and responsibilities to balance with other life roles and responsibilities			

BENCHMARK 2: Develop a personal career plan to meet career goals and objectives.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Develop career goals and objectives as part of a plan for future career direction			
Develop strategies to reach career objectives			

BENCHMARK 3: Demonstrate skills related to seeking and applying for employment to find and obtain a desired job.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Use multiple resources to locate job opportunities			
Prepare a resume			
Prepare a letter of application			
Complete an employment application			
Interview for employment			
List the standards and qualifications that must be met to enter a given industry			
Employ critical thinking and decision-making skills to exhibit qualifications to a potential employer			

CONTENT STANDARD 2: Students will explore, plan and effectively manage careers.

BENCHMARK 1: Maintain a career portfolio to document knowledge, skills and experience in a career field.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Select educational and work history highlights to include in a career portfolio			
Produce a record of work experiences, licenses, certifications and products			
Organize electronic or physical portfolio for use in demonstrating knowledge, skills and experiences			

BENCHMARK 2: Demonstrate skills in evaluating and comparing employment opportunities in order to accept employment positions that match career goals.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Compare employment opportunities to individual needs and career plan objectives			
Evaluate employment opportunities based upon individual needs and career plan objectives			
Demonstrate appropriate methods for accepting and rejecting employment offers			

BENCHMARK 3: Identify and exhibit traits for retaining employment to maintain employment once secured.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Model behaviors that demonstrate reliability and dependability			
Maintain appropriate dress and behavior for the job to contribute to a safe and effective workplace/jobsite			
Complete required employment forms and documentation such as I-9 form, work visa, W-4 and licensures to meet employment requirements			
Summarize key activities necessary to retain a job in the industry			
Identify positive work behaviors and personal qualities necessary to retain employment			

BENCHMARK 4: Identify and explore career opportunities in one or more career pathways to build an understanding of the opportunities available in the cluster.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Locate and identify career opportunities that appeal to personal career goals			
Match personal interests and aptitudes to selected careers			

BENCHMARK 5: Recognize and act upon requirements for career advancement to plan for continuing education and training.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Identify opportunities for career advancement			
Pursue education and training opportunities to acquire skills necessary for career advancement			
Examine the organization & structure of various segments of the industry to prepare for career advancement			
Research local and regional labor (work force) market and job growth information to project potential for advancement			
Manage employment relations to make career advancements			

BENCHMARK 6: Continue professional development to keep current on relevant trends and information within the industry.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Use self assessment, organizational priorities, journals, Internet sites, professional associations, peers and other resources to develop goals that address training, education and self-improvement issues			
Read trade magazines and journals, manufacturers' catalogues, industry publications and Internet sites to keep current on industry trends			
Participate in relevant conferences, workshops, mentoring activities and in-service training to stay current with recent changes in the field			

BENCHMARK 7: Examine licensing, certification and credentialing requirements at the national, state and local levels to maintain compliance with industry requirements.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Examine continuing education requirements related to licensing, certification and credentialing requirements at the local, state and national levels for one's chosen occupation			
Examine the procedures and paperwork involved in maintaining and updating licensure, certification and credentials for one's chosen occupation			
Align ongoing licensing, certification and credentialing requirements to career plans and goals			

BENCHMARK 8: Examine employment opportunities in entrepreneurship to consider entrepreneurship as an option for career planning.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Describe the opportunities for entrepreneurship in a given industry			
Identify and explore career opportunities in one or more career pathways			

BENCHMARK 9: Understand the essential principles of an entrepreneurial organization.

Performance Standards	Where (class, job site, etc)	When (grade, semester)	Date Completed
<i>The student will:</i>			
Practice personal integrity and honesty			
Interact appropriately and respectfully with diverse ethnic, age, cultural, religious and economic groups in various entrepreneurial and social situations			
Exhibit respectful and empathetic behavior when interacting with customers in one-on-one and group situations			

