# Be sure to get evidence from two or more classes/activities, confirmed by at least three different adults. You will need a minimum of three examples of how you met each standard.

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| **Career Related Learning Standards** | **Name:** |
| Personal Management | **Explanation of Standard** | Description of Task |
| **Exhibit appropriate work ethic and behaviors in school, community, and/or workplace.****Teacher/Mentor** **Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Identify tasks that need to be done and initiate action to complete the tasks.**
* **Plan, organize, and complete projects and assigned tasks on time, meeting agreed upon standards of quality.**
* **Take responsibility for decisions and actions and anticipate consequences of decisions and actions.**
* **Maintain regular attendance and be on time.**
* **Maintain appropriate interactions with colleagues.**
 | **1.****2.****3.** |
| Problem Solving | **Explanation of Standard** | Description of Task |
| **Apply decision-making and problem solving techniques in school, community, and/or workplace.****Teacher/Mentor****Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Identify problems and locate information that may lead to solutions.**
* **Identify alternatives to solve problems.**
* **Assess the consequences of the alternatives.**
* **Select and explain a proposed solution and course of action.**
* **Develop a plan to implement the selected course of action.**
* **Assess results and take corrective action.**
 | **1.****2.****3.** |
| Communication | **Explanation of Standard** | Description of Task |
| **Demonstrate effective communication skills to give and receive information in school, community, and/or workplace.****Teacher/Mentor****Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Locate, process, and convey information using traditional and technological tools.**
* Listen attentively and summarize key elements of verbal and non-verbal communication.
* **Give and receive feedback in a positive manner.**
* **Read technical/instructional materials for information and apply to specific tasks.**
* **Write instructions, technical reports, and business communications clearly and accurately.**
* **Speak clearly, accurately and in a manner appropriate for the intended audience when giving oral instructions, technical reports and business communications.**
 | **1.****2.****3.** |
| Teamwork | **Explanation of Standard** | Description of Task |
| Demonstrate effective teamwork in school, community, and/or workplace.**Teacher/Mentor****Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Identify different types of teams and roles within each type of team; describe why each role is important to effective teamwork.**
* **Demonstrate skills that improve team effectiveness (e.g., negotiation, compromise, consensus building, conflict management, shared decision-making and goal-setting).**
 | **1.****2.****3.** |
| Employment Foundations | **Explanation of Standard** | **Description of Task** |
| Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.**Teacher/Mentor****Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Apply academic knowledge and technical skills in a career context.**
* **Select, apply, and maintain tools and technologies appropriate for the workplace.**
* **Identify parts of organizations and systems and how they fit together.**
* **Describe how work moves through a system.**
* **Describe the changing nature of work, workplaces, and work processes on individuals, organizations and systems.**
* **Demonstrate dress, appearance, and personal hygiene appropriate for the work environment and situation.**
* **Explain and follow health and safety practices in the work environment.**
* **Explain and follow regulatory requirements, security procedures, and ethical practices.**
 | **1.****2.****3.** |
| Career Development | Explanation of Standard | **Description of Task** |
| Demonstrate career development skills in planning for post high school experiences.**Teacher/Mentor****Signature:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | * **Assess personal characteristics related to educational career goals.**
* **Research and analyze career and educational information.**
* **Develop and discuss a current plan designed to achieve personal, educational, and career goals.**
* **Monitor and evaluate educational and career goals.**
* **Demonstrate job-seeking skills (e.g. writing resumes, completing applications, and participating in interviews).**
 | **1.****2.****3.** |