# 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.** | |