

Life Skills: Career Success Skills PROFILE OF TRAINING MASTERY

Instructor _____

Date _____

Program _____	
Grade _____	School _____
Name _____ Soc. Sec. No. _____	
Address _____ Phone _____	
In Case of Emergency, Contact _____	
Address _____ Phone _____	
Allergies/Disabilities that might require special accommodation for training (please specify) _____	
<p>The above information can be used for school records and/or to ensure safety of students. This confidential information is not to be released to employers or the general public.</p>	

Date of Enrollment ____ - ____ - ____ Total Class Hours _____ Total Hours Absent _____
 Date of Withdrawal ____ - ____ - ____ Total On-the-Job Training Hours _____ Total Hours Tardy _____
 Date of Completion ____ - ____ - ____ Total Lab Hours _____

ON-THE-JOB TRAINING/WORK EXPERIENCE

_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone
_____	_____	_____
Duration of Employment	Job Title	Supervisor's Name
_____		_____
Address of Employer		Phone

Use of This Document

This document can be used to record information about the student and skills mastered. This information is useful in documenting student progress during training and in providing information about the student's qualifications to potential employers and/or for entry into advanced training programs. Instructors using these materials are authorized to reproduce this document as required for use in their training programs.



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LIFE SKILLS: Career Success Skills

SPECIFIC JOB COMPETENCIES

Instructor: As each competency is mastered, place your initials and the date in the blank on the left. This will verify that the student can perform the skill with a minimum of supervision.

Date/Initials

Date/Initials

UNIT 1 — PLANNING FOR A CAREER

- _____ 1. Identify trends in career opportunities.
- _____ 2. Examine personal job interests. (Assignment Sheet 1)
- _____ 3. State steps in identifying possible careers.
- _____ 4. List sources for career information.
- _____ 5. Identify career clusters.
- _____ 6. List personal characteristics, skills, and experiences important for success as an entrepreneur.
- _____ 7. Research careers of interest. (Assignment Sheet 2)
- _____ 8. Research career opportunities in the community. (Assignment Sheet 3)
- _____ 9. Build a personal career goals resource file. (Assignment Sheet 4)

UNIT 2 — APPLYING FOR A JOB

- _____ 1. List sources for learning about job openings.
- _____ 2. List the documents necessary to take when applying for a job.
- _____ 3. List types of information which should be included in a resume.
- _____ 4. Prepare a resume. (Assignment Sheet 1)
- _____ 5. Discuss the correct content and form of a letter of application (cover letter).
- _____ 6. Write a letter of application (cover letter). (Assignment Sheet 2)
- _____ 7. List guidelines for filling out an application form.
- _____ 8. Complete a public employment agency application form. (Assignment Sheet 3)
- _____ 9. List types of employment tests.
- _____ 10. Complete a sample employment test. (Assignment Sheet 4)
- _____ 11. List personal characteristics an employer looks for during an interview.
- _____ 12. Discuss guidelines for dressing for an interview.
- _____ 13. Distinguish between information to be obtained before and during an interview.
- _____ 14. Conduct an informational interview. (Assignment Sheet 5)
- _____ 15. List steps for preparing for an interview.
- _____ 16. Select from a list recommended interviewing practices.
- _____ 17. Prepare for difficult interview questions. (Assignment Sheet 6)

UNIT 3 — SUCCEEDING ON THE JOB

Behavior and Ethics

- _____ 1. List characteristics of a good employee.
- _____ 2. List guidelines for handling the first day on the job.
- _____ 3. List items commonly included in an employee handbook.
- _____ 4. Select from a list ways to get along with a supervisor.
- _____ 5. Select from a list ways to get along with co-workers.
- _____ 6. List reasons people lose jobs.
- _____ 7. Select from a list guidelines for communicating a positive work ethic.
- _____ 8. Distinguish among personal, social, and business ethics.
- _____ 9. Describe how to handle ethical conflicts. (Assignment Sheet 1)
- _____ 10. Analyze a case study on ethics. (Assignment Sheet 2)

Leadership

- _____ 11. Select from a list desirable characteristics of a leader.
- _____ 12. Match steps in becoming a leader with examples of each step.
- _____ 13. Select from a list ways to demonstrate leadership.
- _____ 14. Evaluate your leadership characteristics. (Assignment Sheet 3)

Business Etiquette

- _____ 15. State guidelines for proper business etiquette in a business meeting, on the telephone, and during a business lunch.
- _____ 16. Complete a list of guidelines for proper restaurant etiquette.
- _____ 17. State guidelines for asking for a raise.
- _____ 18. Describe how to treat a customer.
- _____ 19. Identify proper ways to greet customers. (Assignment Sheet 4)
- _____ 20. State guidelines in a "code of practice" for using e-mail.

Student ratings on specific competencies evaluated during the course are available upon student's written request and/or by calling the instructor. Parent's or guardian's signature is necessary if student is under 18 years of age.