

Career Management 9-12

Essential Questions	Concept	Competencies
<p>How do interests, abilities, and resources guide a career choice?</p>	<p>Job Search Process</p>	<p>Assess personal strengths and weaknesses in relationship to career selection and success. Evaluate internal and external influences on making career decisions. Analyze career options based on a variety of criteria including earnings, education/training, and job requirements and outlook. Compare and contrast career opportunities in the national/international job markets using a variety of electronic and print resources. Develop and apply career goals based on selected career choices. Develop a complete career portfolio. Identify a network of individuals who can assist in accomplishing career goals. Complete the steps of the job search process. Model behavior that results in a successful interview. Identify the costs associated with post-secondary education and/or training. Identify resources for financial assistance for post-secondary education and/or training.</p>
	<p>Career Management</p>	<p>Use evolving technologies to create and maintain a comprehensive career management file. Compare and contrast various post-secondary options in relation to career goals. Participate in personal/professional opportunities including job shadowing, internships, e-mentoring, and community service that connect to career goals. Develop short- and long-term plans to achieve career goals that include steps to transition from high school to post-secondary education/training or the workplace. Identify transferable competencies and job specific skills related to job options. Evaluate the personal characteristics and traits necessary for success in a virtual work environment.</p>

		<p>Use available resources for projecting career opportunities and trends.</p> <p>Apply results of career assessment instruments to individual career plan.</p> <p>Assess the importance of life-long learning to achieve long-term career goals.</p>
	Employment Law	<p>Demonstrate awareness of federal and state laws that relate to the employment hiring process.</p> <p>Explain the impact of the Civil Rights Act to employment.</p>
What is the impact of change on a chosen career and lifestyle?	Job Search Process	<p>Identify and assess future career trends associated with selected career.</p> <p>Explore opportunities in the virtual work environment.</p> <p>Demonstrate appropriate steps for resigning from a job.</p>
	Career Management	<p>Re-evaluate career goals for adaptability to changes in the job market.</p> <p>Explain the importance of maintaining career self-management skills such as professional development, time management, and networking.</p> <p>Initiate personal professional behaviors to adjust to changing workplace demands.</p> <p>Demonstrate appropriate interpersonal skills for working effectively within a diverse workforce (varying age groups, cultures, mental/physical abilities).</p> <p>Compare and contrast tasks in a virtual and traditional work environment.</p> <p>Explain the importance of maintaining a healthy work/life balance.</p> <p>Develop strategies for bouncing back after a setback in personal/professional life.</p>
	Employment Law	<p>Understand regulations and laws relating to employment including Fair Labor Standards Act, Occupational Safety and Health Acts, Employee Benefit Plans, Family and Medical Leave Act, and Equal Opportunity in Employment.</p>