

Employment

Career Awareness - The student understands the importance of work and aligns personal skills, interests, and aptitudes with the requirements of available job opportunities. WRS 1, 11, 12 EMPL-AWARE

1 Recognize and Recall

- a Demonstrate personal interests and preferences for a work task or activity EMPL-AWARE . 1A
- b Complete an appropriate transition assessment such as an interest inventory EMPL-AWARE . 1B
- c Contribute to an academic and career plan EMPL-AWARE . 1C
- d Complete a One-Pager by identifying preferences, strengths, needs, and interests EMPL-AWARE . 1D

2 Identify and Comprehend

- a Identify personal assets and describes examples of jobs EMPL-AWARE . 2A
- b Complete age appropriate transition assessment and identify areas of interest EMPL-AWARE . 2B
- c Recognize that people work at a job to make money EMPL-AWARE . 2C
- d Complete an academic and career plan EMPL-AWARE . 2D
- e Revise an academic and career plan annually EMPL-AWARE . 2E
- f Describe interests and attitudes EMPL-AWARE . 2F
- g Identify how career and work can meet personal needs EMPL-AWARE . 2G
- h Identify long and short term goals that relate to working EMPL-AWARE . 2H
- i Identify specific careers in a chosen career cluster EMPL-AWARE . 2I
- j Identify SKAs for needed for employment EMPL-AWARE . 2J

3 Interpret and Understand

- a Examine the integration of personal assets into various structures such as school, community and work settings EMPL-AWARE . 3A
- b Understand personal strengths and preferences in relation to work options. EMPL-AWARE . 3B
- c Complete appropriate assessment EMPL-AWARE . 3C
- d Explore various career clusters EMPL-AWARE . 3D
- e Complete/Revise personal academic and career plan EMPL-AWARE . 3E
- f Distinguish the differences in work, job, and career EMPL-AWARE . 3F
- g Analyze training/education required for various employment EMPL-AWARE . 3G

h Understand how education and training can develop job skills. **EMPL-AWARE.3H**

4 Apply and Generalize

- a Relate the value of interest, skills and values to various careers **EMPL-AWARE.4A**
 - b Identify potential jobs that align with their skills, interests, and aptitudes **EMPL-AWARE.4B**
 - c Explain the relationship between careers and education **EMPL-AWARE.4C**
 - d Set and refine goals based on their skills and interests and takes steps to get closer to those goals **EMPL-AWARE.4D**
 - e Revise academic and career plan **EMPL-AWARE.4E**
 - f Revise long and short term goals **EMPL-AWARE.4F**
 - g Analyze requirements for specific career options **EMPL-AWARE.4G**
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Job-seeking skills - The student completes the process of identifying available jobs, crafting a resume, following application and interview procedures to obtain desired employment. WRS: 1, 4, 14 **EMP-SEEK**

1 Recognize and Recall

- a Independently participate in work activities **EMP-SEEK.1A**
 - b Select several work related tasks that are enjoyable **EMP-SEEK.1B**
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2 Identify and Comprehend

- a Identify resources for finding potential employment **EMP-SEEK.2A**
 - b Identify work places in the community **EMP-SEEK.2B**
 - c Identify preference for different work places **EMP-SEEK.2C**
 - d Develop a personal information card **EMP-SEEK.2D**
 - e Complete informational research and interview for potential employment **EMP-SEEK.2E**
 - f Identify the agencies that help people find employment **EMP-SEEK.2F**
 - g Identify ways people apply for find work **EMP-SEEK.2G**
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3 Interpret and Understand

- a Make informed occupational choices **EMP-SEEK.3A**
 - b Understands how to apply for a job **EMP-SEEK.3B**
 - c Develop talking points for an interview that cover your skill and preferences **EMP-SEEK.3C**
 - d Communicate necessary accommodations **EMP-SEEK.3D**
 - e Understand that job seekers and employees have rights **EMP-SEEK.3E**
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4 Apply and Generalize

- a Utilize job acquisition skills and knowledge to apply for a job **EMP-SEEK.4A**
- b Apply for services through an agency that helps people find employment **EMP-SEEK.4B**

- c Complete an application-paper and e-application EMP-SEEK.4C
 - d Prepare for interviews and follow-up communication EMP-SEEK.4D
 - e Participate in interviews EMP-SEEK.4E
 - f Demonstrate knowledge of job seeker and employee rights EMP-SEEK.4F
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Social/Communication -
The student
demonstrates work
appropriate social
interactions and
communication to
complete tasks, meet
personal needs and
meet the needs of the
employer. WRS:3, 4, 8,
17, 18, 19, 20, 21 EMP-
COMM

1 Recognize and Recall

- a Respond to greetings EMP-COMM.1A
 - b Communicate needs and wants EMP-COMM.1B
 - c Recognize and list workplace communication etiquette for communication with supervisor, co-worker, and customer EMP-COMM.1C
 - d Request help when needed EMP-COMM.1D
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2 Identify and Comprehend

- a Respond to questions and social exchanges appropriately EMP-COMM.2A
 - b Follow basic instructions EMP-COMM.2B
 - c Demonstrate skills needed to work on a team EMP-COMM.2C
 - d Greet co-workers, supervisors EMP-COMM.2D
 - e Ask for assistance EMP-COMM.2E
 - f Demonstrate respect for others EMP-COMM.2F
 - g Identify times when employee must contact supervisor (e.g., sick, late, request assistance, request time off) EMP-COMM.2G
 - h Identify appropriate and inappropriate topics of conversation at work EMP-COMM.2H
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3 Interpret and Understand

- a Interpret multi-step instructions EMP-COMM.3A
 - b Engage in appropriate social interactions EMP-COMM.3B
 - c Seek and provide accurate information and requests clarification when needed EMP-COMM.3C
 - d Use appropriate communication within the workplace EMP-COMM.3D
 - e Demonstrate appropriate conversation skills with peers, coworkers, supervisors, customers EMP-COMM.3E
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4 Apply and Generalize

- a Generalize and apply effective communication across a variety of professional settings EMP-COMM.4A
- b Follow and give directions to others EMP-COMM.4B
- c Evaluate the impact of positive and negative personal choices EMP-COMM.4C
- d Request time off of work for vacation EMP-COMM.4D

- e Call in sick EMP-COMM.4E
- f Accept correction from supervisor EMP-COMM.4F
- g Uses workplace technology within guidelines and policies of the employer EMP-COMM.4G
- h Engages in appropriate break-time communication at work EMP-COMM.4H

Employability - The student displays the desired skills and worker traits that make one competitive in the workplace such as work rate, quality standards, safety standards, attendance, punctuality, grooming, and attire. The student can meet deadlines, organize data, and communicate. The student adheres to workplace rules and code of ethics and can work cooperatively with others. WRS: 2, 3, 12, 15 EMPL-ABILITY

1 Recognize and Recall

- a Attend to a preferred activity for a specified duration. EMPL-ABILITY.1A
- b Readily prepare and participate in work activities. EMPL-ABILITY.1B
- c Follow work schedule EMPL-ABILITY.1C
- d Accept feedback from a supervisor EMPL-ABILITY.1D

2 Identify and Comprehend

- a Demonstrate effort to complete work tasks. EMPL-ABILITY.2A
- b Start and return from breaks on time EMPL-ABILITY.2B
- c Demonstrate a positive work ethic EMPL-ABILITY.2C
- d Consistently performs at defined level EMPL-ABILITY.2D
- e Follow through with promises EMPL-ABILITY.2E
- f Follow workplace policies and procedures EMPL-ABILITY.2F

3 Interpret and Understand

- a Explain workplace expectations. EMPL-ABILITY.3A
- b Complete work tasks according to established quality and quantity criteria. EMPL-ABILITY.3B
- c Resolves conflict at work according to protocol EMPL-ABILITY.3C
- d Participate in additional career development activities/training EMPL-ABILITY.3D
- e Demonstrate customer service according to workplace expectations EMPL-ABILITY.3E
- f Make adjustments in behavior when requested by a supervisor EMPL-ABILITY.3F

4 Apply and Generalize

- a Exhibit employability skills that meet employer expectations for competitive work standards. EMPL-ABILITY.4A
- b Demonstrate ability to utilize given resources to accomplish tasks EMPL-ABILITY.4B
- c Set employment goals and making a plan to reach those employment goals EMPL-ABILITY.4C
- d Critic own performance and make adaptations as needed. EMPL-ABILITY.4D
- e Prepare for advancement by independently engaging in additional education and training opportunities EMPL-ABILITY.4E

- f Identify and anticipate needs [EMPL-ABILITY.4F](#)
 - g Prioritize tasks based on importance, due date, etc. [EMPL-ABILITY.4G](#)
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Self-Advocacy - The student understands rights, personal strengths, challenges, and preferences, requests accommodations and help as needed and makes choices and decisions based on their needs and preferences. WRS: 4, 6, 8, 10 [EMP-ADVOC](#)

1 Recognize and Recall

- a Communicate a need using a preferred communication method [EMP-ADVOC.1A](#)
 - b Identify needed accommodations [EMP-ADVOC.1B](#)
 - c Recognize unfair work practices [EMP-ADVOC.1C](#)
 - d Recognize personal strengths and challenges [EMP-ADVOC.1D](#)
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2 Identify and Comprehend

- a Identify how to meet personal needs within the context and policies of the workplace [EMP-ADVOC.2A](#)
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3 Interpret and Understand

- a Initiate request for assistance or accommodation [EMP-ADVOC.3A](#)
 - b Describe self-advocacy strategies [EMP-ADVOC.3B](#)
 - c Understand their right to disclose or not disclose personal information [EMP-ADVOC.3C](#)
 - d Describe personal and a professional goals [EMP-ADVOC.3D](#)
 - e Effectively communicate strengths, challenges and supports needed [EMP-ADVOC.3E](#)
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4 Apply and Generalize

- a Apply skills of self-advocacy across settings [EMP-ADVOC.4A](#)
 - b Request accommodations as needed [EMP-ADVOC.4B](#)
 - c Ask for professional references [EMP-ADVOC.4C](#)
 - d Negotiate pay, responsibilities and benefits [EMP-ADVOC.4D](#)
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Problem Solving - The student independently takes a systematic approach to solving problems. WRS: 8, 10 [EMP-PROBL](#)

1 Recognize and Recall

- a React appropriately to an uncomfortable situation. [EMP-PROBL.1A](#)
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2 Identify and Comprehend

- a Recognize or acknowledges that there is a problem [EMP-PROBL.2A](#)
- b Identify possible solutions to problems [EMP-PROBL.2B](#)

3 Interpret and Understand

- a Use available resources and problem solving strategies to identify solutions EMP-PROBL.3A
- b Evaluate the possible outcomes of all possible solutions EMP-PROBL.3B
- c Select the best solution to solve the problem EMP-PROBL.3C
- d Evaluate the outcomes of the chosen decisions EMP-PROBL.3D

4 Apply and Generalize

- a Independently take initiative to identify and solve a given a problem or conflict EMP-PROBL.4A
- b Demonstrate flexibility and adaptability EMP-PROBL.4B