Career-Related Learning Standards

Standard	Criteria
PERSONAL MANAGEMENT	
Exhibit appropriate work ethic and behaviors in school, community, and workplace.	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.
PROBLEM SOLVING	
Apply decision-making and problem-solving techniques in school, community, and workplace**.**	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.
COMMUNICATION	
Demonstrate effective communication skills to give and receive information in school, community, and workplace.	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.

TEAMWORK

Demonstrate effective teamwork in school, community, and workplace.	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).

EMPLOYMENT FOUNDATIONS

Demonstrate academic, technical, and organizational knowledge and skills required for successful employment.	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.
CAREER DEVELOPMENT	
Demonstrate career development skills in planning for post high school experiences.	Assess personal characteristics related to educational and 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).