

SusQ-Cyber Charter School Career Readiness Checklist

Student Name: _____

Career Awareness and Preparation:

_____ I have completed at least two (2) self-assessments (interest, aptitude, personality, and values)

_____ I have reviewed my career options based on my self-assessments, experiences, and achievements

_____ I have researched five to ten careers that match my interests and aptitudes

_____ I have participated in three of the following:

- Community Service
- Cooperative Education/Internship
- Job shadowing and/or career-focused field trips
- Part-time employment
- School-based enterprise
- Industry-based career programs

_____ Based on research, self-assessment, as well as school and work experiences, I can select my future career path

_____ My career goals have influenced my high school course selection

_____ I attended a college fair and research postsecondary training programs

_____ I understand postsecondary education and certification programs and the degrees awarded in those programs

_____ I updated my career portfolio and I am looking at postsecondary options that relate to my career goals

Career Acquisition:

_____ I have participated in an interview and demonstrated effective speaking and listening skills

_____ I have used Internet-based systems to research a career field in my area of interest

_____ I have used newspapers and professional associations to research employment prospects in my career field

_____ I have registered my resume on the Career Link system

_____ I have completed a job application

_____ I have completed a cover letter

_____ I have an up-to-date resume

_____ I use my career portfolio when making career decisions

_____ I can demonstrate workplace skills (include attitude, punctuality/attendance, commitment, communication, dependability, initiative, time management, teamwork, technical literacy, and getting along with others) by citing specific examples from my academic and work history

Career Retention and Advancement:

_____ Based on my school and work/volunteer experiences, I can describe what I need to do to get and to keep a job

_____ I contributed to a project's successful outcome while working on a team

_____ I have used listening techniques such as clarifying, encouraging, restating and summarizing when working as part of the team

_____ I can give examples of how I used mediation, negotiation and problem solving in the workplace to diffuse and/or resolve conflict

_____ I have estimated a personal budget based on an amount for a realistic income in my chosen career

_____ I can give three examples of time management strategies, which help me at school and/or on the job

_____ I have evaluated how the global workplace affects my chosen career, and I can describe strategies needed to respond to change

_____ I can give five examples of people who have advanced in their careers through continued learning

Entrepreneurship:

_____ I have compared working in the corporate environment with starting my own business in order to achieve career goal

_____ I can give three examples of how entrepreneurial traits (adaptability, ethical behavior, leadership, positive attitude, and risk-taking) match - or don't match - my personality

_____ I developed a business plan using entrepreneurial resources. For example, I used information from the career center at school, community based organizations, and financial institutions when planning my future