

Are You Career Ready?

Employers are looking for Career Ready graduates. Career Ready graduates are students who know how to use their talents, skills, strengths, and interests on the job. The National Association of Colleges and Employers (NACE) identified key “competencies” (areas) for career readiness. During your school years, learn career readiness in these key areas to prepare you for your successful leap into the work world.



COMMUNICATION

Able to explain your thoughts and express ideas by speaking and writing. Able to demonstrate correct body language for the situation. Able to listen to gain information and understanding. Able to instruct others and deliver information by speaking, writing, and in the “digital” (high-tech computer) world.

TEAMWORK & INTERPERSONAL (PERSON-TO-PERSON)

Able to build and maintain friendships and work relationships. Able to organize, share responsibility, and participate as a team member. Able to show respect and empathy (understand the views and emotions of others). Able to control your emotions, anger, and conflict with others while working as a team member.

LEADERSHIP

Able to organize, motivate, and supervisor others to complete a project. Able to use personality skills to guide others as they work as a team to finish the project. Able to make good decisions while supervising others.



WORK ETHIC (GOOD WORKER)

Able to demonstrate the following character (personality) skills:

- 1) Excellent attendance — Report to work every day on time and ready to work when the work shift starts.
- 2) Loyalty — speaking well of the company, products, and workers.
- 3) Trustworthiness — honest with company property and information.
- 4) Reliability — continue to work even when not supervised.
- 5) Initiative — do what needs doing without waiting to be told; looking for more work to do and doing it.
- 6) Self-discipline — ability to control one's feelings and actions in order to do or say the right thing.
- 7) Appearance — Wear appropriate clothing and hair style for the job; clean, neat, and teeth brushed.
- 8) Positive Attitude — Thoughts, feelings, and words about the company are good; not a complainer.
- 9) Productivity — Works while at work; accurately; follows rules.
- 10) Organization — Organize time and tasks to complete work smoothly and quickly.

CREATIVITY, CRITICAL THINKING & PROBLEM SOLVING

Able to think clearly to analyze (figure out) problems, synthesize (put many different things or thoughts together, like a puzzle, successfully). Able to think critically (figure out hard problems) and strategically (think of a good plan and make good moves). Able to think creatively (invent new ideas, new solutions, and new products that are needed).





TECHNOLOGY & CRAFTS

Able to design, plan, select, organize, and use tools, equipment, raw materials, computers, and/or high tech equipment to design and create a finished product.

GLOBAL VIEW

Able to respect viewpoints of others from diverse cultures, races, ages, religions, and lifestyles to build good working relationships and good communication. Able to learn from other cultures and viewpoints to move beyond tolerance to respect.

CAREER MANAGEMENT

Able to research: 1) job options, 2) careers, 3) education and training opportunities available. Able to identify your: 1) skills, 2) strengths, 3) experience needed, 4) steps required to get a job — to earn raises — and to earn promotions to next level job. Able to self-market yourself: 1) on the job, 2) in job-related clubs, 3) in job related networks (business friends) to find opportunities in work world.



The "Career Ready Activity" on the next two pages will help you understand how you are NOW learning and gaining experience for jobs in the work world. Also, when you understand what employers are looking for in a worker, you will be able to successfully answer questions about your skills and career readiness during job interviews.

QUICK CHECK:

1. What are employers looking for?
 2. What 4 things do Career Ready graduates know how to use?
 3. During your school years, why should you learn career readiness in these key areas?
 4. List 3 things you need to be able to do for career readiness in the area of COMMUNICATION.
 5. a) List one communication skill that you do well now. b) List one communication skill that you need to learn and practice.
 6. List 3 things you need to be able to do to show career readiness in the area of TEAMWORK & INTERPERSONAL.
 7. a) List one teamwork or interpersonal skill that you can do now. b) List one teamwork or interpersonal skill that you need to learn and practice.
 8. List 3 things you need to be able to do to show career readiness in the area of LEADERSHIP.
 9. a) Do you think you will make a good leader at a future job? b) Give a reason for your answer.
 10. What is another word for your "character"?
 11. Explain the meaning of the following words:
 - a) Loyalty. b) Trustworthiness. c) Reliability.
 - d) Initiative. e) Self-discipline. f) Positive attitude. g) Productivity.
 12. Of the 10 WORK ETHIC skills, list the work ethic skills that you think you have now.
 13. Define: a) Analyze. b) Synthesize. c) Think Critically. d) Strategically.
 14. a) Which of the following do you think you can do now: Analyze? Synthesize? Organize? Think critically? Think strategically? b) Give a reason for your answer.
 15. For TECHNOLOGY & CRAFTS, what should you be able to use to create a finished product?
 16. Describe what is meant by GLOBAL VIEW.
 17. List 3 things you need to be able to do to show career readiness in CAREER MANAGEMENT.
 18. What happens when you understand what employers are looking for in a worker?
- CAREER READY ACTIVITY:
- Complete the next two pages in this lesson to describe (also called "document") the career ready skills you practice during one day.



YOUR NAME:

DATE:

Career Ready Activity: Page 1

Directions: At the end of a day, reflect on what you did during the day that gave you experience and practice in Career Ready skills. Describe (also called "document") what you did on the left side. On the right side, check the Career Ready skill(s) you used while doing what you did.

Period 1 Class: Activity, task, or project I did:

Check the Career Ready skill(s) used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



Period 2 Class: Activity, task, or project I did:

Check Career Ready skill(s) used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



Period 3 Class: Activity, task, or project I did:

Check Career Ready skill(s) used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



Period 4 Class: Activity, task, project I did:

Check Career Ready skill(s) used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



Career Ready Activity: Page 2

Period 5 Class: Activity, task, or project I did:

Career Ready skill(s) I used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



Period 6 Class (or Job Training Class or Club or Sports or other): Activity, task, or project I did:

Career Ready skill(s) I used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



After School Time (with Friends or Family): Activity, task, or project I did:

Career Ready skill(s) I used:

- Communication (Verbal & Written)
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management



Add total number of times you practiced Career Ready skills during the day. Write the TOTAL SCORE beside Career Ready skill.

1. List the 3 Career Ready skills for which you had the: a) Most experience today (high scores) b) Least experience today (low scores)
2. a) Which Career Ready skill do you enjoy the most? b) Give a reason why.
3. a) Did this Career Ready Activity help you understand that you are building skills and experiences each day to help you in the work world? b) Give a reason for your answer.

TOTAL SCORE - Career Ready skills I used:

- Communication
- Teamwork & Interpersonal
- Leadership
- Work Ethic
- Creativity, Critical Thinking, Problem Solving
- Technology & Crafts
- Global View
- Career Management

Write your answers on the back side of this lesson page.

