

Careers

- 1. The student understands the kinds of careers that are available, the skills they require, and the interests of those who work in those careers. [this section has a large number of benchmarks, as it includes content related to workplace readiness and career planning, such as writing resumes and using career resources; recommend dividing content into separate standards or selectively deleting benchmarks to narrow the focus of the standard; 'C' in brackets indicates content appropriate for this standard on understanding career options; 'W' in brackets indicates workplace readiness content; 'P' in brackets indicates career planning content]**

K-2

- Knows places where people work and jobs that they do [C]
- Understands why people work (e.g., to obtain food, clothing, shelter, recreation) [C]
- Understands that people have different mental, physical, and creative abilities, and different feelings and interests about work [C]
- Uses information gained from guest speakers, field trips, and interviews to learn about career options [C]
- Knows that different types of work have different requirements, costs, and rewards (e.g., lifestyles, paid/unpaid work in different career paths) [C]

3-5

- Knows personal interests, aptitudes, and abilities (e.g., hobbies, favorite school subjects, special talents) and how they relate to career opportunities [C]
- Understands that each career has skills, abilities, and interests peculiar to that career group (e.g., working alone or in a group; working with people, paper, equipment, or machinery) [C]
- Knows careers or employment opportunities that involve working for self or for others [C]
- Knows benefits and disadvantages of different kinds of work (e.g., personal growth and satisfaction, responsibilities, social recognition, monetary rewards, job availability, relationship of income to job type) [C]
- Understands the value of work to the individual and society [C]
- Understands the changing roles of men and women at home and in the workplace (e.g., women in law enforcement, men in nursing) [C]
- Knows reasons for maintaining regular attendance at school [W]
- Uses study and work habits (e.g., punctuality, flexibility, teamwork, perseverance) [W]

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- Understands the relationship between personal qualities (e.g., dependability, promptness, honesty, getting along with others) and the ability to get and keep jobs [W]
- Identifies obstacles that interfere with achieving career goals [P]
- Understands the relationship between performance in school and performance in a career [P]

6-8

- Knows the characteristics, training, and educational requirements of career options related to personal interests, skills, and abilities [C]
- Knows environmental factors that affect career choices and opportunities (e.g., societal values and expectations; economic conditions, policies, and trends; changing technology) [C]
- Understands organization within the work force (e.g., role, structure, membership, and leadership of labor unions; role of management; employer-employee responsibilities, role of government) [C]
- Understands the nature of change in the work force (e.g., some occupations become obsolete because of progress in technology; law of supply and demand of workers causes changes in job availability; availability of natural resources affects career opportunities; changes in societal attitudes related to issues such as equal rights, job status, and labor unions affect roles within the work force) [C]
- Knows trade-offs involved regarding a person's values and the costs and benefits of specific job/career paths and choices (e.g., degree of personal satisfaction and social recognition; monetary rewards) [C]
- Knows personal, educational, and career skills that are transferable among various jobs [C]
- Uses a variety of resources (e.g., business tours, career fairs, job-shadowing, guidance office, career centers and colleges or universities, simulated work activities) to learn about career opportunities [C]
- Understands the relationship of personal interests, skills and, abilities to successful employment [W]
- Knows a variety of skills and attitudes that can be used to maintain positive work relations (e.g., honesty, integrity) [W]
- Identifies one's own professional qualities (e.g., positive attitude, diplomacy) [W]
- Knows strategies for obtaining employment within a chosen field (e.g., sources of assistance, the use of an informal personal network in a job search, procedures involved in applying for a job) [P]
- Knows factors that influence pay and benefits of employment (e.g., skill development; state and federal minimum wage and hour laws; Social Security

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program; fringe benefits such as insurance, retirement, sick leave, and vacation leave) [P]

- Understands that there is continual personal change during career development (e.g., personal characteristics change as the learner matures, change in personal qualifications influences changes in career alternatives) [P]
- Understands the importance of planning and preparing for one's future in the world of work [P]
- Knows the elements of a career development plan [P]
- Knows documents an employee must present to an employer when applying for a job (e.g., job application form, social security card, picture identification) [P]

9-12

- Knows marketable occupational skills, preparation, and experience required for an entry-level job in a career of interest [C]
- Knows occupational skills that are developed through work-based learning experiences (e.g., volunteering, community service, part-time employment) [C]
- Knows factors to be considered regarding various employment options (e.g., salary, benefits, time, location, working conditions, state of the job market, employment trends, tax sheltered annuities, individual retirement plan) [C]
- Understands costs and benefits of different career paths (e.g., leisure time, pay, advancement opportunities, fringe benefits, cost of education and vocational training) [C]
- Understands traditional and emerging career patterns for men, women, minorities, and the handicapped [C]
- Uses information gained from a variety of resources (e.g., computer data banks, career assessments, interviews with experts and potential employees, mentorships, internships, job shadowing, classifieds) to learn about career opportunities [C]
- Knows a variety of leadership and career development opportunities available in the local community (e.g., DECA, local chambers of commerce, volunteer activities) [C]
- Knows appropriate attire for different work-related situations (e.g., job interview, work assignments, professional meetings) [W]
- Knows qualities that employers look for in a job candidate (e.g., dependability, punctuality, initiative, productivity, positive attitude, respect for authority and supervision, organizational skills) [W]
- Works within guidelines [W]
- Knows ways in which personal skills can be used to increase an organization's effectiveness [W]
- Knows sources of financial assistance for education and training [P]

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- Develops an individual career plan (e.g., sets short- and long-term career goals; evaluates own abilities, personal qualities, experiences, and values; identifies education and/or training level and qualifications necessary; identifies personal motivational patterns; identifies desired lifestyle and future accomplishments) [*P*]
- Knows strategies for pursuing a job or career (e.g., preparing for and completing an interview process; completing records and documents such as inquiry letters, resume, references, evaluations, and follow-up letters) [*P*]
- Knows a variety of job-placement sources (e.g., career centers, employment agencies, headhunters) [*P*]
- Knows how career and labor market information can be used in an employment search [*P*]
- Identifies social contacts that can be used to establish a work-related network [*P*]
- Knows resources that can be used for professional development (e.g., trade journals, periodicals, professional and trade associations, dealer/franchise meetings) [*P*]
- Uses a variety of self-marketing tools (e.g., portfolio, resume, diploma, transcript, certificate) in the employment search [*P*]
- Knows negative and possible positive outcomes of involuntary changes in employment and strategies to prepare for a career transition (e.g., on-the-job training, career ladders, networking, continuing education) [*P*]