### Essential Questions

- How do interests, abilities, and resources guide a career choice?

### Concept

- **Job Search Process**

### Competencies

- Assess personal strengths and weaknesses in relationship to career selection and success.
- Evaluate internal and external influences on making career decisions.
- Analyze career options based on a variety of criteria including earnings, education/training, and job requirements and outlook.
- Compare and contrast career opportunities in the national/international job markets using a variety of electronic and print resources.
- Develop and apply career goals based on selected career choices.
- Develop a complete career portfolio.
- Identify a network of individuals who can assist in accomplishing career goals.
- Complete the steps of the job search process.
- Model behavior that results in a successful interview.
- Identify the costs associated with post-secondary education and/or training.
- Identify resources for financial assistance for post-secondary education and/or training.

- **Career Management**

### Competencies

- Use evolving technologies to create and maintain a comprehensive career management file.
- Compare and contrast various post-secondary options in relation to career goals.
- Participate in personal/professional opportunities including job shadowing, internships, e-mentoring, and community service that connect to career goals.
- Develop short- and long-term plans to achieve career goals that include steps to transition from high school to post-secondary education/training or the workplace.
- Identify transferable competencies and job specific skills related to job options.
- Evaluate the personal characteristics and traits necessary for success in a virtual work environment.
| What is the impact of change on a chosen career and lifestyle? | Employment Law | Demonstrate awareness of federal and state laws that relate to the employment hiring process. Explain the impact of the Civil Rights Act to employment. |
| Job Search Process | Identify and assess future career trends associated with selected career. Explore opportunities in the virtual work environment. Demonstrate appropriate steps for resigning from a job. |
| Career Management | Re-evaluate career goals for adaptability to changes in the job market. Explain the importance of maintaining career self-management skills such as professional development, time management, and networking. Initiate personal professional behaviors to adjust to changing workplace demands. Demonstrate appropriate interpersonal skills for working effectively within a diverse workforce (varying age groups, cultures, mental/physical abilities). Compare and contrast tasks in a virtual and traditional work environment. Explain the importance of maintaining a healthy work/life balance. Develop strategies for bouncing back after a setback in personal/professional life. |