







Career ready practice

checklist

<input checked="" type="checkbox"/>	Standard/Benchmark	
<input type="checkbox"/>		<p>Applies appropriate academic and technical skills</p> <p>Academic skills and technical skills complement one another. A career ready individual applies these skills in a strategic manner to accomplish workplace tasks.</p>
<input type="checkbox"/>		A. Academic Attainment
<input type="checkbox"/>		B. Technical Skill Attainment
<input type="checkbox"/>		C. Strategic Thinking
<input type="checkbox"/>		<p>Communicates effectively and appropriately</p> <p>Expressing ideas, providing instruction, informing others, sharing knowledge and providing customer service are critical in a career.</p>
<input type="checkbox"/>		A. Speaking
<input type="checkbox"/>		B. Writing
<input type="checkbox"/>		C. Presentations
<input type="checkbox"/>		D. Professional Etiquette
<input type="checkbox"/>		E. Customer Service
<input type="checkbox"/>		<p>Contributes to employer and community success</p> <p>Career ready means more than attending to self-interest. It also means the ability to see the bigger picture of playing a role in the success of the employer and community through personal, civic and community actions.</p>
<input type="checkbox"/>		A. Personal Responsibility
<input type="checkbox"/>		B. Meets Workplace Expectations
<input type="checkbox"/>		C. Civic Responsibility and Service
<input type="checkbox"/>		<p>Makes sense of problems and perseveres in solving them</p> <p>Recognizing and solving problems is a daily requirement of nearly every American worker and entrepreneur. From small technical issues, to group dynamics, to design of overall systems, opportunities abound for the career ready individual to solve problems in the workplace.</p>
<input type="checkbox"/>		A. Perceptiveness
<input type="checkbox"/>		B. Problem Solving
<input type="checkbox"/>		C. Perseverance/Work Ethic
<input type="checkbox"/>		<p>Uses critical thinking</p> <p>Nearly all careers now require interaction with complex systems of technical components, complex dynamics of people or both. Many decisions are not simple and straightforward; rather, they require the ability to intelligently reason through and make complex decisions.</p>
<input type="checkbox"/>		A. Critical Thinking
<input type="checkbox"/>		B. Decision-Making
<input type="checkbox"/>		C. Adaptability

<input checked="" type="checkbox"/>	Standard/Benchmark	
<input type="checkbox"/>		Demonstrates innovation and creativity The 21st century workplace requires innovation through creative thinking. Successful individuals will be expected to generate and share new ideas.
<input type="checkbox"/>		A. Creativity
<input type="checkbox"/>		B. Innovation
<input type="checkbox"/>		Models ethical leadership and effective management The ability to influence others relies on leadership. Today's workplace provides greater transparency and accountability where the ability to ethically lead and manage is essential.
<input type="checkbox"/>		A. Leadership
<input type="checkbox"/>		B. Ethics
<input type="checkbox"/>		C. Management
<input type="checkbox"/>		Works productively in teams and demonstrates cultural competency Teams of individuals with diverse cultural backgrounds have become the new norm of operation in the American workplace. The career ready individual is prepared to collaborate with colleagues representing various backgrounds.
<input type="checkbox"/>		A. Teamwork
<input type="checkbox"/>		B. Conflict Resolution
<input type="checkbox"/>		C. Social and Cultural Competence
<input type="checkbox"/>		Utilizes technology The career ready individual has an understanding of how to use technology and apply it successfully in the workplace. Advances in technology require individuals to quickly learn and use many tools and applications.
<input type="checkbox"/>		A. Data Gathering, Access and Management
<input type="checkbox"/>		B. Tools and Applications
<input type="checkbox"/>		C. Technology Ethics
<input type="checkbox"/>		Manages personal career development Managing a personal career includes exploration, preparation and participation. Each person is responsible for creating and maintaining their own career. Career management includes understanding and meeting the expectations for behavior and skills in the workplace.
<input type="checkbox"/>		A. Planning
<input type="checkbox"/>		B. Job Seeking
<input type="checkbox"/>		C. Résumés, Portfolios and Interviews
<input type="checkbox"/>		D. Professional Development
<input type="checkbox"/>		E. Entrepreneurship
<input type="checkbox"/>		Attends to personal and financial well-being The career ready individual recognizes the benefits of physical, mental, social and financial well-being to be successful in a career.
<input type="checkbox"/>		A. Personal Well-being
<input type="checkbox"/>		B. Financial Well-being

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