



On Your Own Unit 1: Career Readiness

Unit Focus

In the first unit students will explore careers and simulate the job finding process. Students will conduct self-exploration to determine what careers interest them, what type of work is best suited to their personality type. Students will write a resume and cover letter, learn proper job etiquette and professional behaviors. The PBA has students creating a job prospect portfolio that includes their work-style, career interests, performing a job search, writing a cover letter and tailoring their resume towards that job. Students will go through the job interview process (prepare, communicate, reflect) by engaging in a face to face interview. After the interview students will reflect on their performances in determining next steps.

Stage 1: Desired Results - Key Understandings

Standard(s)	Transfer	
Connecticut Goals and Standards <i>Cooperative Work Education (CTE)</i> <ul style="list-style-type: none">Determine personal strengths, talents, values, and interests related to various jobs and careers in order to maximize career potential. <i>CW.A.2</i>Identify the various research tools available in the career exploration process such as computer-assisted programs, social media sites, industry tours, job shadows, career fairs, and the Internet. <i>CW.A.3</i>Describe the purpose of a resume and cover letter. <i>CW.A.6</i>Analyze the steps in a job search, including the cover letter, resume, application, and participating in the interview process <i>CW.A.7</i>Describe the elements of effective oral and written communication skills necessary for employment. <i>CW.B.9</i>Identify the resources necessary to conduct a job search. <i>CW.B.10</i>Describe employability skills, including job search, job selection, and interviewing. <i>CW.B.12</i>Examine components of a wage benefit package. <i>CW.B.13</i>Define procedures that apply to conflict resolution skills. <i>CW.C.18</i> Madison Public Schools Profile of a Graduate <ul style="list-style-type: none">Design: Engaging in a process to refine a product for an intended audience and purpose. (POG.2.2)Product Creation: Effectively use a medium to communicate important information. (POG.3.2)	<i>Students will be able to independently use their learning to...</i> T1 Demonstrate professionalism through exhibiting attentiveness, growing from feedback, and adhering to industry standards (safety). T2 Communicate effectively based on purpose, task, and audience using appropriate vocabulary.	
	Meaning	
	Understanding(s)	Essential Question(s)
	<i>Students will understand that...</i> U1 A successful professional image must be thoughtfully and intentionally created. U2 Realistic career preparation requires purposeful planning based on research, self-knowledge and informed choices.	<i>Students will keep considering...</i> Q1 What skills, experiences and work habits are needed to achieve future career success and satisfaction? Q2 Why is it important to evaluate and re-evaluate personal interests, abilities, and skills? Q3 How do we work with others that have a different personality/work style?
	Acquisition of Knowledge and Skill	
	Knowledge	Skill(s)
	<i>Students will know...</i> K1 Purpose of resume is to provide a summary of your skills, abilities and accomplishments with the intent of capturing and emphasizing interests and secure you an interview.	<i>Students will be skilled at...</i> S1 Write a professional resume and cover letter for a specific job. S2 Identify your personality and workplace types (conflict resolution style) to effectively interact with others on the job.

Stage 1: Desired Results - Key Understandings

- Self-Awareness: Examining current performance critically to identify steps/strategies to persist. (POG.4.1)

K2 Purpose of cover letter is to introduce yourself to an organization, demonstrate your interest in the company or a specific vacancy, draw attention to your resume and motivate the reader to interview you.

K3 Thomas Kilman Model of Conflict Resolution (Conflict-Handling Modes): Competing, Collaborating, Compromising, Avoiding & Accommodating.

K4 Holland Code (Holland Occupational Theme)

K5 Myers Briggs 16 Personality Types

K6 Job interviewing skills and behaviors

K7 Resume Layout (Heading, Objective, Education, Experience, Honors, Skills, Activities, etc.)

S3 Match your personal skills and attributes with a potential career.

S4 Engage in the job interview process (prepare, communicate, and reflect).