

Idaho Career Development Standards and Learning Indicators

Career Development CDev_1: Demonstrate Knowledge of Self-Awareness

CDev_1.1 Assess personal skills, abilities, and aptitudes as they relate to career exploration and development.

Lrn_Ind_ID	Learning Indicator
------------	--------------------

- | | |
|-------------|--|
| CDev_1.1.1 | List positive characteristics about yourself |
| CDev_1.1.2 | Identify personal likes and dislikes |
| CDev_1.1.3 | Identify individual talents and interests |
| CDev_1.1.4 | Identify personal, physical, and mental characteristics |
| CDev_1.1.5 | Complete a series of standardized interest and career identification tests |
| CDev_1.1.6 | Compare personal skills and aptitudes with various career options |
| CDev_1.1.7 | Assess and analyze personal talents and interests as they may relate to a future career |
| CDev_1.1.8 | Correlate personal, physical, and mental characteristics with the requirements of various career opportunities |
| CDev_1.1.9 | Demonstrate a realistic understanding of self |
| CDev_1.1.10 | Determine attitudes needed for career success |
| CDev_1.1.11 | Model the concepts of honesty and dependability |
| CDev_1.1.12 | Provide examples of how feelings and actions of oneself are influenced by other's behaviors |
| CDev_1.1.13 | Demonstrate and practice the steps involved in resolving a conflict/stress situation |
| CDev_1.1.14 | Demonstrate the ability to use mediation techniques based on peer feedback |
| CDev_1.1.15 | Demonstrate ability to adapt to change |
-

CDev_1.2 Assess personal strengths and weaknesses as they relate to career exploration and development.

Lrn_Ind_ID	Learning Indicator
------------	--------------------

- | | |
|------------|---|
| CDev_1.2.1 | Identify personal strengths and weaknesses |
| CDev_1.2.2 | Assess and analyze strengths and weaknesses relative to a variety of career options |
| CDev_1.2.3 | Formulate and implement a plan to address identified weaknesses |
| CDev_1.2.4 | Enhance identified strengths related to selected career options |
| CDev_1.2.5 | Monitor progress and restructure the plan as needed to manage identified weaknesses |
| CDev_1.2.6 | Reassess personal strengths and weaknesses in relationship to career development |
-

Career Development CDev_2: Demonstrate Knowledge of Career Research

CDev_2.1 Utilize career resources to develop a knowledge base of career information.

Lrn_Ind_ID	Learning Indicator
------------	--------------------

- | | |
|-------------|---|
| CDev_2.1.1 | Identify and learn about careers of family members and/or friends |
| CDev_2.1.2 | Define and give examples of career clusters |
| CDev_2.1.3 | List and describe various types of occupations in the community (e.g., banker, realtor, etc.) |
| CDev_2.1.4 | Identify community business people and learn about career opportunities |
| CDev_2.1.5 | Use a variety of research tools in the career exploration process (e.g., computer assisted programs, newspapers, books) |
| CDev_2.1.6 | Research several occupational interests |
| CDev_2.1.7 | Explain advantages of early career planning |
| CDev_2.1.8 | Select and use resources available for projecting career opportunities and trends |
| CDev_2.1.9 | Investigate educational opportunities (e.g., resources for training/retraining, career transition) |
| CDev_2.1.10 | Design a questionnaire to be used for career exploration interview (e.g., educational requirements, starting salaries, career ladder opportunities) |
-

Idaho Career Development Standards and Learning Indicators

CDev_2.2 Utilize a Career Information Database to prepare a career portfolio.

Lrn_Ind_ID Learning Indicator

- CDev_2.2.1 Prepare pictorial and/or written documents related to career exploration using a variety of technological resources such as the computer and the Internet
 - CDev_2.2.2 Develop pictorial and/or written documents based on selected career information
 - CDev_2.2.3 Prepare a career portfolio that includes career research materials and work samples
 - CDev_2.2.4 Identify a network of business people to assist in securing a job
-

CDev_2.3 Demonstrate an understanding of career opportunities at an international level.

Lrn_Ind_ID Learning Indicator

- CDev_2.3.1 List products from other countries and the occupations related to them
 - CDev_2.3.2 Describe the impact of the global economy on job availability
 - CDev_2.3.3 Relate career interests to opportunities in the global economy
 - CDev_2.3.4 Explore entrepreneurship opportunities in international trade
-

Career Development CDev_3: Demonstrate Knowledge of Workplace Expectations

CDev_3.1 Relate work ethic to career development.

Lrn_Ind_ID Learning Indicator

- CDev_3.1.1 Demonstrate personal qualities related to employability (e.g., promptness, getting along with others, dependability)
 - CDev_3.1.2 Demonstrate responsible behavior related to personal property (e.g. homework, portfolio, school/home communications)
 - CDev_3.1.3 Discuss the importance of a job well done to an individual and a business
 - CDev_3.1.4 Describe how the following groups depend on one another, work together, and share responsibilities: family members, peers at school, co-workers
 - CDev_3.1.5 State ways in which honesty and integrity affect relationships with others
 - CDev_3.1.6 Describe how honesty and integrity of co-workers affect work performance
 - CDev_3.1.7 Illustrate how personal qualities transfer from school to the workplace
 - CDev_3.1.8 Discuss and/or role-play the effects of a well-developed work ethic on worker and workplace productivity
 - CDev_3.1.9 Model positive workplace behaviors
-

CDev_3.2 Relate workplace relationships to career development.

Lrn_Ind_ID Learning Indicator

- CDev_3.2.1 Demonstrate the importance of cooperation among people to accomplish a task
 - CDev_3.2.2 Describe work-related activities in the home, community, and school
 - CDev_3.2.3 Explain the importance of dress code, attendance, and other expectations in the workplace
 - CDev_3.2.4 Explain the importance of respect for the feelings and beliefs of others
 - CDev_3.2.5 Demonstrate appropriate social skills for the workplace
 - CDev_3.2.6 Demonstrate problem-solving skills
 - CDev_3.2.7 Describe how the workplace environment influences behavior
 - CDev_3.2.8 Show how behavior influences the actions of co-workers
 - CDev_3.2.9 Practice appropriate interpersonal skills for working with and for others
 - CDev_3.2.10 Role-play appropriate and inappropriate employer and employee interactions in workplace situations
 - CDev_3.2.11 Role-play teamwork and cooperation in business situations
 - CDev_3.2.12 Discuss the importance of positive attitudes in creating a positive working atmosphere
-

Idaho Career Development Standards and Learning Indicators

CDev_3.3 **Relate workplace diversity to career development.**

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

- | | |
|-------------|---|
| CDev_3.3.1 | Discuss the importance of being able to work productively with people who are different from oneself |
| CDev_3.3.2 | Describe ways in which work may be affected by social and economic problems |
| CDev_3.3.3 | Provide an example of how personal beliefs and attitudes affect decision-making |
| CDev_3.3.4 | Show how behavior towards diversity influences the actions of co-workers |
| CDev_3.3.5 | Identify the changing roles of men and women in business and family |
| CDev_3.3.6 | Describe different cultural behaviors and expectations |
| CDev_3.3.7 | Discuss advantages and disadvantages of entering non-traditional occupations |
| CDev_3.3.8 | Identify stereotypes, biases, and discriminatory behaviors that may impact opportunities for protected classes in certain occupations |
| CDev_3.3.9 | Discuss social and economic factors that have resulted in changing career patterns for women and men |
| CDev_3.3.10 | Specify techniques for eliminating gender bias and stereotyping |
| CDev_3.3.11 | Formulate strategies for working effectively with co-workers of varying age groups |
-

CDev_3.4 **Relate workplace communication skills to career development.**

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

- | | |
|------------|---|
| CDev_3.4.1 | Practice effective interpersonal skills in a work relationship |
| CDev_3.4.2 | Express thoughts and ideas succinctly using various forms of communication (e.g., verbal, written, body language, etc.) |
| CDev_3.4.3 | Explain the importance of tolerance and flexibility in interpersonal and group situations |
| CDev_3.4.4 | Illustrate strategies for responding to and working with individuals under stress |
| CDev_3.4.5 | Develop skills to give/receive constructive criticism |
| CDev_3.4.6 | Demonstrate appropriate workplace communication skills and competencies |
-

CDev_3.5 **Maintain safe and healthy environment.**

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

- | | |
|------------|---|
| CDev_3.5.1 | Comply with safety and health rules |
| CDev_3.5.2 | Select correct tools and equipment |
| CDev_3.5.3 | Utilize equipment correctly |
| CDev_3.5.4 | Check to make sure work area is ergonomically correct |
| CDev_3.5.5 | Use appropriate action during emergencies |
| CDev_3.5.6 | Maintain clean and orderly work area |
-

Career Development **CDev_4: Demonstrate Knowledge of Career Strategy**

CDev_4.1 **Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.**

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

- | | |
|------------|---|
| CDev_4.1.1 | Identify likes and dislikes of home and school responsibilities |
| CDev_4.1.2 | Relate information derived from self-assessment to career areas involving data, people, and/or things |
| CDev_4.1.3 | Relate the importance of career, family, and leisure activities to social and economic well-being |
| CDev_4.1.4 | Describe the relationship of assessed interests, aptitudes, and abilities to academic and occupational skills |
| CDev_4.1.5 | Apply career goals, skills, and interests to selection of high school courses |
| CDev_4.1.6 | Explain how decisions regarding education and work impact major life decisions |
| CDev_4.1.7 | Identify considerations for making responsible educational and occupational choices |

Idaho Career Development Standards and Learning Indicators

CDev_4.1.8	Identify sources of financial assistance
CDev_4.1.9	Complete the steps required to apply for financial assistance
CDev_4.1.10	Develop an action plan to transition from postsecondary education to work

CDev_4.2 Demonstrate an understanding of the goal setting process through setting short- and long-term career goals.

Lrn_Ind_ID	Learning Indicator
CDev_4.2.1	Identify problems that interfere with obtaining career goals
CDev_4.2.2	Apply steps in the decision-making process; evaluate consequences of decisions
CDev_4.2.3	Describe how career development is a continuous process with a series of choices
CDev_4.2.4	Determine how the expectations of others affect career goals
CDev_4.2.5	Identify personal goals that may be satisfied through a combination of work, community, social, and family roles
CDev_4.2.6	Analyze personal leisure choices in relation to lifestyle and the attainment of career goals
CDev_4.2.7	Compare advantages and disadvantages of various secondary and post secondary programs to the attainment of career goals
CDev_4.2.8	Relate skills developed in academic and technical programs to career goals
CDev_4.2.9	Determine how educational achievement impacts one's choice of a college major, further training, and/or entry into the job market
CDev_4.2.10	Relate the necessity of lifelong learning to one's ability to achieve goals

CDev_4.3 Develop an individual career plan.

Lrn_Ind_ID	Learning Indicator
CDev_4.3.1	Explain the importance of planning
CDev_4.3.2	Develop a career plan that includes the investigation of career clusters
CDev_4.3.3	Design a career plan that includes self-assessment, research, career alternatives, and high school course options
CDev_4.3.4	Create and implement a career plan that includes the required steps to transition from high school to post secondary education/training or the workplace
CDev_4.3.5	Explore appropriate employment opportunities and further education
CDev_4.3.6	Continue to revise and update one's career plan

Career Development CDev_5: Demonstrate Knowledge of School-to-Work Transition

CDev_5.1 Utilize different workplace experiences to make an effective transition from school to work.

Lrn_Ind_ID	Learning Indicator
CDev_5.1.1	Develop an awareness of occupational opportunities (e.g., speakers and field trips)
CDev_5.1.2	Research a variety of career clusters (e.g. field trips, speakers, case studies, shadowing, or community service)
CDev_5.1.3	Experience paid/unpaid work opportunities in one or more career clusters (e.g., shadowing, mentoring, cooperative work experiences, or community service)

CDev_5.2 Develop an employment portfolio.

Lrn_Ind_ID	Learning Indicator
CDev_5.2.1	Maintain a journal of career-oriented experiences (e.g., speakers and field trips)
CDev_5.2.2	Identify examples of work to be included in a portfolio
CDev_5.2.3	Prepare resumes and cover letters
CDev_5.2.4	Develop a portfolio (e.g. resume, sample cover letter, awards, extracurricular activities, and community service)

Idaho Career Development Standards and Learning Indicators

CDev_5.2.5 Demonstrate portfolio presentation skills

CDev_5.2.6 Enhance a portfolio through revisions (e.g., resume, sample cover letter, sample applications, career plan, examples of work and technical skills, awards, community service, and career information database)

CDev_5.2.7 Present a career portfolio

CDev_5.2.8 Use portfolio in job search process

CDev_5.3 Develop strategies to search for jobs of interest.

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

CDev_5.3.1	Demonstrate proper etiquette for greeting and meeting people
------------	--

CDev_5.3.2	Demonstrate appropriate interviewing techniques (e.g., portfolio presentation, questioning, dress, and etiquette)
------------	---

CDev_5.3.3	Explain the importance of interview follow-up
------------	---

CDev_5.3.4	List tasks to be completed following interview
------------	--

CDev_5.3.5	Identify steps to prepare for an interview
------------	--

CDev_5.3.6	Model behavior that contributes to a successful interview
------------	---

CDev_5.3.7	Develop criteria for selecting prospective employers
------------	--

CDev_5.3.8	Conduct a job search
------------	----------------------

CDev_5.4 Demonstrate an understanding of all elements involved in the job application process.

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

CDev_5.4.1	Locate a job opening
------------	----------------------

CDev_5.4.2	Complete a resume
------------	-------------------

CDev_5.4.3	Prepare for an interview
------------	--------------------------

CDev_5.4.4	Participate in an interview
------------	-----------------------------

CDev_5.4.5	Complete tests required
------------	-------------------------

CDev_5.4.6	Complete forms required
------------	-------------------------

CDev_5.4.7	Complete an application letter
------------	--------------------------------

CDev_5.4.8	Complete a follow-up letter
------------	-----------------------------

CDev_5.4.9	Complete an acceptance letter
------------	-------------------------------

CDev_5.4.10	Evaluate a job offer
-------------	----------------------

CDev_5.4.11	Evaluate a job rejection
-------------	--------------------------

Career Development CDev_6: Demonstrate Knowledge of Lifelong Learning

CDev_6.1 Relate the importance of lifelong learning to personal growth.

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

CDev_6.1.1	Relate various levels of education to careers
------------	---

CDev_6.1.2	Demonstrate the importance of effective study habits, test-taking skills, and learning skills
------------	---

CDev_6.1.3	Develop good health, nutrition, motivation and physical fitness habits; discuss how they enhance performance
------------	--

CDev_6.1.4	Analyze school/work evaluations to assess strengths, weaknesses, and areas for improvement
------------	--

CDev_6.1.5	Relate the importance of education to meeting identified goals
------------	--

CDev_6.1.6	Describe the benefits of participating in school and community activities
------------	---

CDev_6.1.7	Identify skills and knowledge required to upgrade and improve performance
------------	---

CDev_6.1.8	Analyze employment performance evaluations to assess strengths, weaknesses, and areas for improvement
------------	---

CDev_6.1.9	Discuss the social and ethical standards of the workplace
------------	---

Idaho Career Development Standards and Learning Indicators

CDev_6.1.10 Demonstrate flexibility; adjust goals and plans when necessary

CDev_6.2 **Relate the importance of lifelong learning to career growth.**

Lrn_Ind_ID	Learning Indicator
-------------------	---------------------------

CDev_6.2.1	Develop an awareness of how the workplace has changed
------------	---

CDev_6.2.2	Identify trends in the changing workplace
------------	---

CDev_6.2.3	Discuss the need for flexible career planning
------------	---

CDev_6.2.4	Seek challenge in the workplace
------------	---------------------------------

CDev_6.2.5	Identify career opportunities resulting from new and emerging technologies
------------	--

CDev_6.2.6	Demonstrate appropriate techniques for resigning from a position
------------	--

CDev_6.2.7	Identify strategies for coping with loss of employment
------------	--

CDev_6.2.8	Describe career pathways in career development (upward and cross mobile)
------------	--

CDev_6.2.9	Develop strategies to accommodate impending changes in the workplace
------------	--
