

College and Career Readiness Course Standards

STRAND 4

Students will understand the qualifications for success in a particular career pathway.

Standard 1

- Research job openings in a few career pathways of the student's choice and identify components needed to apply
 - a) Investigate characteristics of an effective **resume**
 - b) Investigate characteristics of an effective **cover letter**

Standard 2

- Research and engage in action steps to take before, during, and after job interviews
 - a) Research the company and its background before the job interview
 - b) Discuss and identify actions to prepare for the interview
 - c) Identify effective techniques to use in the job interview
 - d) Discuss appropriate responses to different interview outcomes

Standard 3

- Explore how to prepare for a new job
 - a) Understand basic employment forms including **W-2s, W-4s** and **I-9s**
 - b) Discuss professional norms prevalent in different workplaces and how to engage with them effectively
 - c) Engage in and reflect on job simulation experiences
 - d) Compare and contrast common benefit packages including **401(K)s, Individual Retirement Accounts (IRA), pension plans** and **tax deferred investments** and basic employee benefits

Strand 4 Performance Assessments:

- Create a career related profile including a student's resume, cover letter, and various interview responses
- Build a chart comparing the positive and negative aspects of different benefits packages