

# Illinois Workplace Skills Standards

## Correlated to

### Career Strategies, Life Strategies and Career Portfolio

<b>A. Developing an Employment Plan</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>A1</b> Match interest to employment area.	Chapter One, Lesson 1-3 (pp. 7-26*)	Chapter Two, Lesson 1 (pp. 24-33)	Section Seven "Job Search"
<b>A2</b> Identify short-term work goals.	Chapter One, Lesson 3 (pp. 22-30)	Chapter One, Lesson 2 (pp. 16-22)	Section One "Your Plan"
<b>A3</b> Match attitudes to job area.	Chapter Three, Lesson 1 (pp. 64-71)		Section Six "Reference Letters"
<b>A4</b> Match personality type to job area.	Chapter Three, Lesson 1 (pp. 68-71)		Section Six "Reference Letters"
<b>A5</b> Match physical capabilities to job area.	Chapter One, Lesson 3 (pp. 22-30)		Section Three "Job Application"
<b>A6</b> Identify career information from counseling sources.	Chapter One, Lesson 2 (pp. 20-21*)		Section Nine "Activities & Records"
<b>A7</b> Demonstrate a drug-free status.			Section Nine "Activities & Records"
<b>B. Seeking and Applying for Employment Opportunities</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>B1</b> Locate employment opportunities.	Chapter One, Lessons 1-3 (pp. 7-30)	Chapter Two, Lesson 1 (pp. 24-33)	Section One "Your Plan"
<b>B1</b> Identify job requirements.	Chapter One, Lesson 3 (pp. 22-30)	Chapter Two, Lesson 1 (pp. 24-33)	Section One "Your Plan"
<b>B2</b> Locate resources for finding employment.	Chapter One, Lesson 3 (pp. 22-30)	Chapter Two, Lesson 1 (pp. 24-33)	Section One "Your Plan"
<b>B3</b> Prepare a resume.	Chapter Two, Lesson 1 (pp. 27, 37)	Chapter Two, Lesson 1 (pp. 28-29)	Section Two "Resume"
<b>B4</b> Prepare for job interview.	Chapter Two, Lesson 1 (pp. 38-39)	Chapter Two, Lesson 1 (pp. 30-31)	Section Four "Job Interviews"
<b>B5</b> Identify conditions for employment.	Chapter One, Lesson 2 (p. 21)		Section Seven "Job Search"
<b>B6</b> Evaluate job opportunities.	Chapter Two, Lesson 1 (pp. 32-41)		Section Seven "Job Search"
<b>B7</b> Identify steps in applying for a job.	Chapter Two, Lesson 1 (pp. 38-39)	Chapter Two, Lesson 1 (pp. 30-31)	Section Three "Job Application"

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<b>B8</b> Write job application letter.	Chapter Two, Lesson 1 (p. 38)		Section Five "Letters"
<b>B9</b> Write interview follow-up letter.	Chapter Two, Lesson 2 (pp. 44-45)		Section Five "Letters"
<b>B10</b> Complete job application form.	Chapter Two, Lesson 1 (p. 38)	Chapter Two, Lesson 1 (p. 31)	Section Three "Job Application"
<b>B11</b> Identify attire for job interview.	Chapter Two, Lesson 1 (pp. 32-41)		Section Four "Job Interviews"
<b>C. Accepting Employment</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>C2</b> Accept or reject employment offer.		Chapter One, Lesson 1 (pp. 8-15)	Section Seven "Job Search"
<b>D. Communicating on the Job</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>D1</b> Communicate orally with others.	Chapter Three (pp. 64-92)	Chapter Four, Lesson 2 (pp. 88-95)	Section Eight "Network"
<b>D4</b> Following written directions.	Chapter Three, Lesson 4 (p. 90)		
<b>D5</b> Ask questions about tasks.	Chapter Two, Lessons 3 (pp. 46-53) Chapter Three, Lesson 4 (p. 90)	Section Two, Lesson 1 (p. 31)	
<b>E. Interpreting the Economics of Work</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>E1</b> Describe responsibilities of employee.	Chapter Two, Lessons 3-4 (pp. 46-62)		Section Four "Job Interviews"
<b>E2</b> Describe responsibilities of employer or management.	Chapter Two, Lesson 1 (p. 39)		Section Four "Job Interviews"
<b>F. Maintaining Professionalism</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>F1</b> Assess business image, products, and/or services.	Chapter Two, Lesson 1 (p. 38)	Chapter Two, Lesson 1 (pp. 30-31)	Section Seven "Job Search"
<b>F2</b> Identify positive behavior.	Chapter Three, Lesson 1 (pp. 64-71)	Chapter Four, Lesson 1 (p. 84)	Section Six "Reference Letters"
<b>F3</b> Identify company dress and appearance standards	Chapter Two, Lessons 3-4 (pp. 46-62)		Section Four "Job Interviews"
<b>F4</b> Participate in meetings in a positive and constructive manner.	Chapter Three, Lesson 2 (p. 77)	Chapter Four, Lesson 2 (pp. 88-95)	
<b>F6</b> Identify how to treat people with respect.	Chapter Four, Lesson 1 (pp. 94-101)	Chapter Four, Lesson 1 (pp. 80-87)	
<b>G. Adapting to and Coping with Change</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>G5</b> Exhibit ability to handle stress.	Chapter Five, Lesson 3 (pp. 136-139)	Chapter Three, Lesson 4 (p. 77)	
<b>G6</b> Recognize need to change or quit a job.	Chapter Six, Lesson 1 (pp. 152-157)	Chapter One, Lesson 1 (pp. 8-15)	

<b>H. Solving Problems and Critical Thinking</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>H1</b> Identify the problem.	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-104)	
<b>H2</b> Identify solutions to a problem and their impact.	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-104)	
<b>H3</b> Employ reasoning skills.	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-104)	Section One "Your Plan"
<b>H4</b> Evaluate options.	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-104)	Section One "Your Plan"
<b>H5</b> Set priorities.	Chapter Five, Lesson 3 (pp. 136-143)	Chapter Three, Lesson 3 (pp. 68-69)	Section One "Your Plan"
<b>H6</b> Select and implement a solution to a problem.	Chapter Five, Lesson 2 (pp. 130-135)	Chapter Four, Lesson 3 (pp. 96-104)	
<b>J. Demonstrating Work Ethics and Behavior</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>J1</b> Identify established rules, regulations, and policies.	Chapter Two, Lesson 3 (pp. 46-53)		Section Four "Job Interviews"
<b>J2</b> Practice time management.	Chapter Five, Lesson 3 (pp. 136-143)	Chapter Six, Lesson 1 (pp. 140-148)	Section One "Your Plan"
<b>J3</b> Assume responsibility for decisions and actions.	Chapter Two, Lessons 3-4 (pp. 46-62)	Chapter One, Lesson 1 (pp. 8-15)	Section Five "Reference Letters"
<b>J4</b> Exhibit pride.	Chapter Three, Lesson 1 (pp. 64-71)		All Sections (Completed Portfolio)
<b>J5</b> Display initiative.	Chapter Four, Lesson 3 (pp. 108-113)	Chapter Two, Lesson 1 (pp. 24-33)	Section Six "Job Search"
<b>J6</b> Display assertiveness.	Chapter Four, Lesson 3 (pp. 108-113)	Chapter Two, Lesson 1 (pp. 24-33)	Section Six "Job Search"
<b>J7</b> Demonstrate a willingness to learn.	Chapter Three, Lesson 4 (pp. 90)	Chapter Five (pp. 105-138)	Section Eight "Network"
<b>J8</b> Identify the value of maintaining regular attendance.	Chapter Two, Lesson 3 (pp. 46-53)	Chapter Two, Lesson 1 (pp. 24-27, 30-32)	
<b>J9</b> Apply ethical reasoning.	Chapter Five, Lesson 2 (pp. 130-135)	Chapter Four, Lesson 3 (pp. 96-104)	
<b>K. Demonstrating Technological Literacy</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>K1</b> Demonstrate basic keyboarding skills.	Exercises linked to the Internet*		Section Seven "Job Search"
<b>K2</b> Demonstrate basic knowledge of computing.	Exercises linked to the Internet*		Section Seven "Job Search"
<b>K3</b> Recognize impact of technological changes on tasks and people.	Exercises linked to the Internet*		Section Seven "Job Search"

<b>L. Maintaining Interpersonal Relationships</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>L1</b> Respond to praise or criticism.	Chapter Two, Lesson 4 (pp. 54-62)	Chapter Four (pp. 79-104)	Section Six "Reference Letters"
<b>L2</b> Provide constructive praise or criticism.	Chapter Three, Lesson 1 (pp. 64-71)	Chapter Four, Lessons 1-2 (pp. 80-95)	
<b>L3</b> Channel and control emotional reactions.	Chapter Three, Lesson 1 (pp. 64-71)	Chapter Four, Lesson 3 (pp. 96-104)	
<b>L4</b> Resolve conflicts.	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 3 (pp. 96-104)	
<b>L5</b> Display a positive attitude.	Chapter Three, Lesson 1 (pp. 64-71)	Chapter Four, Lessons 1-2 (pp. 80-95)	
<b>L6</b> Identify and react to sexual intimidation/harassment.	Chapter Six, Lesson 2 (p. 163)		
<b>M. Demonstrating Teamwork</b>	<b>Career Strategies</b>	<b>Life Strategies</b>	<b>Career Portfolio</b>
<b>M1</b> Identify style of leadership used in teamwork.	Chapter Three, Lesson 2 (pp. 72-79)	Chapter Four (pp. 80-104)	Section Eight "Network"
<b>M2</b> Work with team members.	Chapter Three, Lesson 2 (pp. 72-79)	Chapter Four (pp. 80-104)	Section Eight "Network"
<b>M3</b> Complete a team task.	Chapter Three, Lesson 2 (pp. 72-79)	Chapter Four, Lesson 3 (pp. 96-104)	

\* Internet Enhancement Opportunities (see [www.academicinnovations.com](http://www.academicinnovations.com) for links)

#1 – page 10: Project Cool Link: Use this education link to research higher education opportunities.

#2 – page 18: Finding a career category.

#3 – page 20: Online version of the *Occupational Outlook Handbook*.

#4 – page 21: Informational Interviews on the Internet: Using e-mail to connect with people all over the country.

#5 – page 27: Building a Resume: An online resume worksheet.

#6 – page 27: Test your Resume IQ: A quiz to judge the effectiveness of a resume.

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