

New Jersey Workplace Readiness Cumulative Progress Indicators

Correlated to

Career Strategies, Life Strategies and Career Portfolio

Standard One: Career Planning and Workplace Skills	Career Strategies	Life Strategies	Career Portfolio
1. Demonstrate employability skills and work habits	Chapter Two, Lessons 1-4 (pp. 31-54); Chapter Three, Lessons 1-4 (pp. 64-90); Chapter Four, Lessons 2-4 (pp. 102-118); Chapter Six, Lessons 1-3 (pp. 151-171)	Chapter Two, Lesson 1 (pp. 23-33); Chapter Three, Lesson 3 (pp. 66-71)	Section Four "Job Interview" Section Two "Resume"
2. Describe importance of personal skills and attitudes to job success	Chapter One, Lessons 1-3 (pp. 7-26); Chapter Two, Lessons 1-4 (pp. 31-54); Chapter Three, Lessons 1-4 (pp. 63-90); Chapter Four, Lessons 1-4 (pp. 93-118); Chapter Six, Lessons 1-3 (pp. 151-171)	Chapter Two, Lesson 1 (pp. 23-33); Chapter Four, Lesson 3 (pp. 96-104); Chapter Five, Lesson 2 (pp. 114-121)	Section Four "Job Interview"
3. Identify career interests, abilities and skills	Chapter One, Lessons 1-3 (pp. 7-26)	Chapter One, Lessons 1-2 (pp. 7-22)	Section One "Your Plan"
4. Develop an individual career plan	Chapter One, Lessons 1-3 (pp. 7-26)	Chapter Six, Lesson 1 (pp. 140-147)	Section One "Your Plan"
5. Identify skills that are transferable	Chapter One, Lesson 3 (pp. 22-29); Chapter Two, Lesson 1 (pp. 32-37)		Section Two "Resume"
6. Select a career major and appropriate accompanying courses		Chapter Five, Lessons 1-4 (pp. 105-138); Chapter Six, Lesson 1 (pp. 140-146)	Section One "Your Plan"
7. Describe importance of academic and occupational skill to achievement in the work world	Chapter One, Lesson 1 (p. 11); Chapter One, Lesson 2 (p. 19) Chapter One, Lesson 3 (pp. 25, 26, 28); Chapter Four, Lesson 1 (pp. 97-100); Chapter Four, Lesson 3 (pp. 111, 113); Chapter Four, Lesson 4 (pp. 117, 119); Chapter Five, Lesson 4 (p. 147)	Chapter One, Lessons 1-2 (pp. 7-22); Chapter Five, Lessons 1-4 (pp. 105-138); Chapter Six, Lesson 1 (pp. 140-143)	Section Four "Job Interview"

Academic Innovations

8. Demonstrate occupational skills developed through structured learning experiences	Chapter One, Lesson 3 (p. 27); Chapter Two Lesson 1 (p. 37)		Section Two "Resume Writing" Section Nine "Activities and Records"
9. Identify job openings	Chapter One, Lesson 2 (p. 21)		Section Seven "Job Search" Section Eight "Network"
10. Prepare a resume and complete job applications	Chapter One, Lesson 3 (p. 27); Chapter Two Lesson 1 (p. 37)	Chapter Two, Lesson 1 (pp. 28-29)	Section Two "Resume" Section Three "Job Applications"
11. Demonstrate skills and attitudes necessary for a successful job interview	Chapter Two, Lesson 1 (pp. 31-38)	Chapter Two, Lesson 1 (pp. 22-33)	Section Four "Job Interview"
12. Demonstrate consumer and other financial skills		Chapter Two, Lesson 2-3 (pp. 34-49)	
Standard Two: Use technology, information, and other tools	Career Strategies	Life Strategies	Career Portfolio
5. Access technology-based communication and information systems 6. Access and assess information on specific topics using both technological and print resources available in libraries or media centers	Chapter One, Lesson 1 (p. 10*); Chapter One, Lesson 2 (pp. 18, * 20, * 21*); Chapter One, Lesson 3 (p. 27*); Chapter Two, Lesson 1 (pp. 37, * 38, * 39*); Chapter Two, Lesson 2 (pp. 44-45*) See also: pp. 40, 61, 75, 101, 120, 149, 157	Chapter Five, Lesson 2 (p. 120)	
8. Use technology and other tools, including word-processing, spreadsheets, etc to produce products	Chapter One, Lesson 3 (p. 27*); Chapter Two, Lesson 1 (p. 37*) Chapter Two, Lesson 2 (p. 44*)		Section Two "Resume" Section Five "Letters" Section Six "Reference Letters"
Standard Three: Use critical thinking, decision making and problem solving skills	Career Strategies	Life Strategies	Career Portfolio
1. Recognize and define a problem or clarify decisions to be made	Chapter Three, Lessons 1-4 (pp. 63-90); Chapter Five, Lesson 2 (pp. 130-134); Chapter Six, Lessons 1-3 (pp. 151-166)	Chapter One, Lesson 1 (pp. 7-15)	Section One "Your Plan"
2. Use models, relations and observations to clarify problems and potential solutions	Chapter Six, Lessons 1-3 (pp. 151-166)	Chapter Five, Lesson 3 (pp. 122-129)	Section One "Your Plan" Section Four "Job Interview"

3. Formulate questions and hypotheses	Chapter One, Lesson Two (p. 21); Chapter Two, Lesson 1 & 3 (pp. 39, 49); Chapter Four, Lesson 2 (p. 105)	Chapter Two, Lesson 1-2 (pp. 32, 38); Chapter Three, Lessons 1-2 (pp. 55, 65, 67)	Section Four "Job Interview"
4. Identify and access resources, sources of information and services	Chapter One, Lesson 2 (pp. 20, 21); Chapter Two, Lesson 4 (p. 60); Chapter Five, Lesson 2 (pp. 123-128)	Chapter Five, Lesson 2 & 4 (pp. 120, 130-137)	Section One "Your Plan" Section Eight "Networking"
7. Conduct systematic observations	Chapter Two, Lesson 4 (p. 60); Chapter Four, Lessons 1-4 (pp. 93-118)		
8. Organize, synthesize and evaluate information for appropriateness and completeness	Chapter Five, Lessons 2-4 (pp. 130-150)	Chapter Two, Lessons 2-3 (pp. 34-50); Chapter Five, Lessons 3-4 (pp. 122-138)	Section One "Your Plan" Section Three "Job Application"
9. Identify patterns and investigate relationships	Chapter Three, Lessons 1-4 (pp. 63-90); Chapter Six Lessons 1-3 (pp. 151-166)	Chapter Two, Lessons 2-3 (pp. 34-50); Chapter Five, Lessons 3-4 (pp. 122-138)	
10. Monitor and validate their own thinking	Chapter One, Lessons 1-2 (pp. 11, 14, 15, 19, 21); Chapter Two, Lessons 1-2 (pp. 39, 43); Chapter Two, Lessons 3-4 (pp. 49, 57, 58, 59) (Also see pages 74, 77, 79, 82, 83, 89, 107, 121, 133, 143, 148, 165)	(See pages 15, 59, 71, 75, 87, 95, 103)	Section Four "Job Interview"
11. Identify and evaluate the validity of alternative solutions	Chapter One, Lesson 2 (p.19); Chapter Three, Lesson 2 (p. 77); Chapter Four, Lesson 2 (p. 105)	Chapter Five, Lessons 2-3 (pp. 114-129)	
12. Interpret and analyze data to draw conclusions	Chapter One, Lessons 1-2 (pp.12, 13, 20, * 21*); Chapter Five, Lessons 2-4 (pp. 130-150)	Chapter Five, Lessons 1-3 (pp. 105-138)	Section Two "Resume"
13. Select and apply appropriate solutions to problem-solving and decision-making situations	Chapter Five, Lessons 2-4 (pp. 130-150); Chapter Six, Lessons 1-3 (pp. 151-166)	Chapter Four, Lesson 3 (pp. 96-104); Chapter Five, Lessons 1-3 (pp. 105-138)	Section One "Your Plan" Section Six "Reference Letters" Section Eight "Network"

14. Evaluate the effectiveness of various solutions	Chapter Five, Lesson 2 (pp. 130-134)	Chapter One, Lesson 2 (p. 21)	Section Seven "Job Search"
15. Apply problem-solving skills to original and creative/design projects	Chapter Five, Lessons 2-4 (pp.130-150)		Section Ten "Projects and Awards"
Standard Four: Self-management skills	Career Strategies	Life Strategies	Career Portfolio
1. Set short and long term goals	Chapter One, Lesson 3 (p. 25); Chapter Five, Lesson 4 (pp. 144-150)	Chapter One, Lessons 1-2 (pp. 7-22)	Section One "Your Plan"
2. Work cooperatively with others	Chapter Three, Lessons 1-4 (pp. 63-92)	Chapter Four, Lesson 2 (pp. 88-95)	
3. Evaluate their own actions and accomplishments	Chapter One, Lesson 3 (p. 27); Chapter Two, Lesson 1 (p. 37) (Also see pages 15, 29, 53, 71, 79, 82, 83, 89, 107, 121, 137, 143, 148, 165)	(See pages 15, 59, 71, 75, 87, 95, 103)	Section Two "Resume" Section Ten "Projects and Awards"
4. Describe constructive responses to criticism	Chapter Three, Lesson 3 (pp. 80-85); Chapter Three, Lesson 4 (p. 91)	Chapter Four, Lesson 1 (pp. 80-85)	
5. Provide constructive criticism to others	Chapter Two, Lessons 1-4 (pp. 31-54); Chapter Three, Lessons 1-4 (pp. 63-92) Chapter Four, Lessons 1-4 (pp. 93-118); Chapter Six, Lessons 1-3 (pp. 151-166)	Chapter Four, Lesson 1 (pp. 80-85)	
6. Describe actions which demonstrate respect for people of different races, ethnicity and gender	Chapter Six, Lesson 2 (pp. 158-165)		Section Four "Job Interview"
7. Describe the roles people play in groups	Chapter Three, Lesson 2 (pp. 72-80)		
8. Demonstrate refusal skills	Chapter Three, Lesson 3 (pp. 80-85)	Chapter Four, Lesson 1 (pp. 80-85)	
9. Use time efficiently and effectively	Chapter Five, Lessons 1-4 (pp. 123-149)	Chapter Three, Lesson 3 (pp. 66-69); Chapter Six, Lesson 1 (pp. 140-147)	Section One "Your Plan"
11. Describe how ability, effort and achievement are interrelated	The Assignment (pp. 4, 5); Chapter One, Lesson 1 (pp. 7-12)	Chapter One, Lessons 1-2 (pp. 7-22); Chapter Three, Lessons 1-4 (pp. 51-78)	

* Internet Enhancement Opportunities (see www.academicinnovations.com for links):
p. 10: Project Cool Link: Use this link to research higher education opportunities;
p. 18: Finding a career category; p. 20: Online version of the *Occupational Outlook Handbook*;
p. 21: Informational interviews on the Internet; p. 27: Build a Resume; p.27: Test your Resume IQ;
p. 37: Write a cover letter; pp. 44-45: Write a thank-you note