

Career Guidance: Career Ready 101 Online

Assess WorkKeys skills

1.1 Apply reading for information strategies and skills

- 1 Apply basic reading comprehension skills to follow directions and main ideas. [1.1.1](#)
 - 2 Apply contextual understanding of detail, procedures and cause and effect. [1.1.2](#)
 - 3 Interpret information and apply instructions from reading technical jargon. [1.1.3](#)
 - 4 Find complex principles with implied details. [1.1.4](#)
 - 5 Apply principals from legal documents and draw conclusions. [1.1.5](#)
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1.2 Apply locating information strategies and skills

- 1 Analyze information by locating and disaggregating it in various graphs, charts and diagrams. [1.2.1](#)
 - 2 Use locating information strategies in complex documents to extract and determine trends. [1.2.2](#)
 3. Mastering data relationships Analyze criterion data to draw conclusions and relationships. [1.2.3](#)
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1.3 Apply workplace mathematical skills

- 1 Apply mathematical calculations proportionately in diagrams. [1.3.1](#)
 - 2 Apply measurement to find production rates and best deals [1.3.2](#)
 - 3 Analyze mathematical situations and use problem solving strategies to draw conclusions. [1.3.3](#)
 - 4 Synthesize multiple step processes with multiple unknowns to troubleshoot problems to find best deals. [1.3.4](#)
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Develop Job Search Skills

2.1 Explore sources of employment opportunities and develop a job search strategy

- 1 Identify sources of job listings and locate appropriate jobs [2.1.1](#)
- 2 Develop a job search strategy [2.1.2](#)

2.2 Develop a resume that accurately and effectively presents your abilities and strengths

- 1 Identify and locate components to include on an effective resume [2.2.1](#)
- 2 Develop a well-organized resume using effective language in presenting yourself [2.2.2](#)

2.3 Prepare job application materials and complete steps of the application process

- 1 Complete a job application using appropriate and accurate job information [2.3.1](#)
- 2 Prepare other application documents [2.3.2](#)
- 3 Complete the job application process [2.3.3](#)

2.4 Identify possible interviewer and interviewee questions and prepare possible answers

- 1 Prepare for an interview by developing possible questions you will be asked as well and possible questions you should ask as well as developing possible answers to these questions [2.4.1](#)
- 2 Develop skills to project a positive image based on expectations of interviewer and employer [2.4.2](#)

Develop appropriate work habits**3.1 Identify and apply appropriate workplace ethical behavior and language**

- 1 Demonstrate good work ethic and appropriate workplace behavior [3.1.1](#)
- 2 Demonstrate responsible behavior and respect for others [3.1.2](#)

3.2 Identify and apply personal characteristics appropriate for and expected in the workplace

- 1 Develop characteristics of a responsible, dependable worker [3.2.1](#)
- 2 Develop skills in handling co-workers with professionalism [3.2.2](#)

3.3 Identify employer expectations for employees in the workplace

- 1 Identify behaviors and skills employers expect [3.3.1](#)
- 2 Identify desirable skills in handling the work environment [3.3.2](#)

Develop effective communication skills**4.1 Identify appropriate workplace communication skills and apply to workplace situations**

- 1 Identify different categories of workplace communication and develop effective communication skills for each category [4.1.1](#)
- 2 Develop communication skills for dealing with difficult workplace situations [4.1.2](#)

4.2 Develop speaking skills used in various workplace situations

- 1 Identify different speaking categories in the workplace and develop effective skills for each category [4.2.1](#)
- 2 Develop skills in making speeches [4.2.2](#)
- 3 Identify errors in communication and develop skills to alleviate these errors [4.2.3](#)

4.3 Develop effective listening skills

- 1 Identify benefits and barriers of listening [4.3.1](#)
- 2 Develop listening strategies to become an active listener [4.3.2](#)

4.4 Identify personal characteristics that present a positive image to co-workers

- 1 Identify components of your appearance and how they project an image of you [4.4.1](#)
- 2 Identify other personal characteristics that affect your image [4.4.2](#)

4.5 Identify non-verbal components and apply to interpreting workplace communications

- 1 Identify types of non-verbal communication found in the workplace and apply strategies to interpreting non-verbal messages [4.5.1](#)
- 2 Develop effective non-verbal communication skills [4.5.2](#)

Identify and develop workplace effectiveness skills

5.1 Identify the components of time management and develop strategies to manage time in the workplace

- 1 Develop skills to prioritize work tasks [5.1.1](#)
- 2 Develop personal organization skills [5.1.2](#)

5.2 Develop problem solving skills and apply to workplace situations

- 1 Develop problem solving and critical thinking skills [5.2.1](#)
- 2 Develop skills to manage change [5.2.2](#)

5.3 Develop positive customer service skills

- 1 Develop skills to gain customer trust and to interact effectively with customers [5.3.1](#)
- 2 Develop skills to keep customer satisfied [5.3.2](#)
- 3 Develop skills to handle customer complaints [5.3.3](#)

5.4 Identify characteristics of effective teams and develop skills to become an effective team member

- 1 Identify teamwork skills and problems affecting teams [5.4.1](#)
 - 2 Develop skills to become an effective team member [5.4.2](#)
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Identify and develop appropriate business etiquette skills

6.1 Identify appropriate on the job etiquette and apply to workplace situations

- 1 Identify and develop good manners including making introductions 6.1.1
 - 2 Identify appropriate language and business attire 6.1.2
 - 3 Develop appropriate etiquette when interacting with others at various functions 6.1.3
 - 4 Develop appropriate etiquette when dealing with others from various cultures 6.1.4
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6.2 Develop person-to-person etiquette and apply to communications with individuals encountered in the workplace

- 1 Develop appropriate skills in meeting new people 6.2.1
 - 2 Develop appropriate etiquette for interacting with individuals in the workplace 6.2.2
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6.3 Develop appropriate telephone and email etiquette

- 1 Identify and develop appropriate telephone etiquette 6.3.1
 - 2 Develop skills in appropriately handling work e-mail 6.3.2
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6.4 Identify various meeting environments and apply appropriate etiquette

- 1 Develop skills in handling large meetings 6.4.1
 - 2 Develop skills in handling, preparing for, and participating in a small meeting 6.4.2
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Develop personal financial awareness and literacy skills

7.1 Develop skills to manage checking and savings accounts

- 1 Identify types of checking and savings accounts 7.1.1
 - 2 Develop skills in managing checking and savings accounts 7.1.2
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7.2 Create and manage a personal budget

- 1 Create a budget based on household income 7.2.1
 - 2 Develop skills to manage a personal budget 7.2.2
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7.3 Identify types of credit and loans and manage your credit

- 1 Evaluate types of credit and loans based on their purpose 7.3.1
 - 2 Develop skills to manage your credit 7.3.2
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7.4 Evaluate types of insurance and their purposes

- 1 Identify types of insurance 7.4.1
- 2 Evaluate importance and benefits of the types of insurance 7.4.2

7.5 Identify personal financial planning and investing basics

- 1 Develop a personal financial plan 7.5.1
 - 2 Identify investment strategies and retirement plans 7.5.2
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Develop and electronic career portfolio using various employment documents and resources

8.1 Utilize the Kuder electronic portfolio tool or other electronic portfolio tool

- 1 Create an electronic personal portfolio 8.1.1
 - 2 Prepare documents to upload to your electronic portfolio 8.1.2
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8.2 Create career goals based on current abilities and interests

- 1 Complete interest and abilities inventories 8.2.1
 - 2 Prepare career goals based on inventory results 8.2.2
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8.3 Determine the best job based on personal preferences