



Coop Work  
High School

**1.0 Assess personal characteristics as they relate to career exploration and development.**

- 1.1 Evaluate and assess personal qualities and interests.
- 1.2 Identify individual personality and temperament characteristics.
- 1.3 Relate personal characteristics to appropriate career options.

**2.0 Utilize career resources to develop a individual career plan.**

- 2.1 Identify, gather, interpret and evaluate available career opportunities and trends.
- 2.2 Compare and contrast various educational opportunities.
- 2.3 Identify sources of financial assistance for career preparation.
- 2.4 Prepare a comprehensive set of goals and an individual career plan.

**3.0 Develop strategies for effective job seeking and employability techniques.**

- 3.1 Compare and contrast the different methods of job searching and evaluate the advantages and disadvantages of each.
- 3.2 Explain the importance of networking.
- 3.3 Demonstrate the ability to research organizations in order to apply for a specific position.
- 3.4 Compose all necessary application paperwork.
- 3.5 Demonstrate appropriate interviewing techniques.

**4.0 Develop and demonstrate qualities and techniques for successful employment.**

- 4.1 Develop and demonstrate attitudes necessary for successful job performance and cooperation with coworkers and managers.
- 4.2 Explain various techniques for managing stress and emotions.
- 4.3 Illustrate strategies in dealing effectively with discrimination in the workplace.
- 4.4 Develop and demonstrate effective communication skills.
- 4.5 Identify employee rights and employment laws.

**5.0 Develop strategies for successful independent living.**

- 5.1 Identify and develop productive time management skills.
- 5.2 Plan and evaluate a realistic budget for a person new to the workforce.
- 5.3 Examine options of independent living and evaluate associated advantages, disadvantages and costs of each.

- 5.4 Demonstrate understanding of credit and associated finance charges.
- 5.5 Compare and contrast various savings and investment plans.