**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Period:\_\_\_\_\_\_\_\_\_\_\_\_**

**To earn credit in the Employability “Skinny” the following tasks need to be completed:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task** | **Completed Yes / No** | **Grade** |
| **1** | Completed Job Application without any errors |  | **\_\_\_\_\_\_\_\_/10 pts** |
| **2** | Complete the Myers Briggs Personality Test |  | **\_\_\_\_\_\_\_\_/10 pts** |
| **3** | Create a Resume that is 1 full page |  | **\_\_\_\_\_\_\_\_/10 pts** |
| **4** | Create a Reference Sheet that includes 3-5 References with complete contact information |  | **\_\_\_\_\_\_\_\_/10 pts** |
| **5** | Complete an Etiquette Assignment  (Social Media Do’s / Don’ts, Interview Attire, Handshakes, & General To Do’s) |  | **\_\_\_\_\_\_\_\_/10 pts** |
| **~~6~~** | ~~1 Page Career Plan Summary~~ |  | **~~\_\_\_\_\_\_\_\_/25 pts~~** |
| **Final Grade:** | | | **\_\_\_\_\_\_\_\_/50 pts** |

**Career Cruising Portfolio**

**Username: CLARK-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Password:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task** | **Date Completed** | **Grade** |
| **1** | Complete the Career Matchmaker | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **2** | Save *at least two* Careers & Complete the Career Analysis Google Form based on your top two  Form is available at [www.mlshaffer.weeebly.com](http://www.mlshaffer.weeebly.com) | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **3** | Complete the ***Learning Styles Inventory*** by answering the 20 questions | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **4** | Under Careers, complete the ***Career Selector Analysis*** | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **5** | Under ***Education, Select two schools*** to save and compare | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/15 pts** |
| **6** | Under Goals & Plans, ***add at least one*** short-term goal and one long-term goal | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **7** | Under Goals & Plans, ***complete the Post-Secondary Plan for Educational Goals & Financial Plans*** | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **~~8~~** | ~~Complete the~~ ***~~Build My Resume option~~*** | ~~January \_\_\_\_\_\_\_\_, 2017~~ | **~~\_\_\_\_\_\_\_\_/15 pts~~** |
|  | ~~Completed on time~~ | ~~January 27, 2017~~ | **~~\_\_\_\_\_\_\_\_/10 pts~~** |
| **Final Grade:** | | | **\_\_\_\_\_\_\_/75 pts** |

**Extra Assignments:** If you did not complete any of the required tasks from the first 5 class periods the following options are available to you for makeup points.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Task** | **Date Completed** | **Grade** |
| **1** | Complete the ***Improve My Results*** Section by agreeing to answer 67 more questions | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **2** | Complete the Career Matchmaker ***My Skills*** ***Assessment*** by answering the 45 questions | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/10 pts** |
| **3** | Complete the ***My Activities & Experiences*** option | January \_\_\_\_\_\_\_\_, 2017 | **\_\_\_\_\_\_\_\_/20 pts** |
| **Final Grade:** | | |  |

**Career Selector Results: List 3 Careers that match your criteria. Rank them in order of preference.**

**Career Rank**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/3**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/3**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_/3**

**If you did not get three careers to match your criteria why do you think that is?**

**Explore Careers:**

**If you had no idea what you wanted to do after high school, which of the five tabs would be most helpful in finding a career that interests you?**

1. Index b. School Subjects c. Michigan Career Pathways d. Search by Cluster e. Industries

**Under Industries, select the industry that corresponds with your preferred career.**

**Industry: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Under Overview what is one significant point that stands out to you the most?**

**What is the most represented occupation in this industry?**

**What is the average salary for a State Government official? $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Is that higher or lower than the National State Government Average? Higher Lower**

**Is this industry projected to increase or decrease by 2020? Increase Decrease**

**Based on the information you read, do you feel this career how promising of an outlook does this profession have?**

**Very Promising:** Strong Salary & Projected Increase in Jobs

**Promising:** Average Salary but good projections in job growth **or** Strong Salary few jobs available

**Not Promising:** Declining or below average salary with limited growth potential

**My Education**

**What state do you plan on pursuing a post-secondary education? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What Level of Education do you plan on pursing after high school? 2 yr 4 yr Career & Tech Graduate**

**Choose two schools to compare. Based on the criteria given, indicate which school has the advantage.**

|  |  |  |
| --- | --- | --- |
| **Criteria**  **Write your school choices under school** | **School #1:** | **School #2:** |
| **Type & Location:** *Examines city location, size of town, Length of Schooling & type* |  |  |
| **Student Population:** *Amount of students enrolled* |  |  |
| **Faculty:** *Student: Teacher Ratio* |  |  |
| **Credentials Awarded:** *Types of degrees, diplomas, & certificates available* |  |  |
| **Graduation & Retention Rates:** *Percentage of students that graduate in under 6 years & do not choose to transfer* |  |  |
| **Admissions:** *Types of degrees accepted, application requirements, admission policies, Entrance Difficulty, Entrance Exam Scores & High school rank* |  |  |
| **Estimated Expenses:** *Tuition fees, books, room & board, types of financial aide* |  |  |
| **Student Life:** *Clubs, housing, campus services* |  |  |
| **Athletics:** *Clubs, housing, campus services* |  |  |
| **Undergraduate Majors:** *Types of degrees offered* |  |  |

**Based on the comparison you completed, what school is most desirable? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Career Portfolio Inclusions**

* **Copy of your transcripts**
* **Completed Career Plan**
* **Completed Job Application**
* **Resume**
* **Reference Sheet**
* **Completed EDP from Career Cruising**
* **Job Interview Questions Completed**

**What your Print EDP should look like:**

