CAREER READINESS

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LOCS Profile of a Career Ready Student

- Book end courses
- Career Day – job shadow opportunities
- Senior Interview
- Talent portfolio
- College and career ready skills
- Multiple industry-related field trips
- Service Learning
Career Foundations

Career Exploration – Career Planning

Career Choices Curriculum
Who am I?
What do I want?
How do I get it?

Job Shadow
Career Foundations
Who Am I?

Defining Success

Identifying passions, values, strengths, personality traits, skills, and roles

“If you love what you do, you will never work a day in your life”
What Do I Want?

- Identifying desired lifestyle
- Creating a lifestyle budget
10 year plan

### Year 1 – Sophomore Year of High School Your Age ______

<table>
<thead>
<tr>
<th>Education and training highlights Where? What will your focus be?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Living arrangements – where? With who?</td>
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<tr>
<td>Employment (if working, where do you hope to work)</td>
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<tr>
<td>Finances (who will be providing for your everyday needs?)</td>
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### Year 10 – 7th Year Out of High School Your Age ______

<table>
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<th>Education and training highlights Where? What will your focus be?</th>
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<td>Living arrangements – where? With who?</td>
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<td>Finances (who will be providing for your everyday needs?)</td>
</tr>
</tbody>
</table>
Job Shadow Requirements

- Select a career to shadow
- Complete Job Shadow Application
- JOB SHADOW
- Wrap up your Questions to Ask the Employer assignment
- Complete the Student Visitation Report
- Write a Thank You Letter to the person you shadowed.
- Attach these three items to the envelope containing your Career Shadow – Employer Evaluation
Career Shadowing Excursion – Parent’s Role
Steps for a Successful Career Shadow!

- Discuss with your child their career interests. This information will be integral, as students must career shadow in their Career Pathway.

- Your student may need your assistance determining a business or work-site related to their career pathway, where they will complete their shadowing experience.

- Contact family, friends, business associates and organizations that relate to your child’s career interests to establish a suitable location.

- Have your child submit the completed Career Shadowing Application, including the date they plan on shadowing, to Ms. Ohlrich BEFORE the Career Shadow happens.

- Prior to the selected career shadowing date, your child should contact their mentors to confirm the date, time, and location of the visit. Ask for directions and special instructions, if necessary.

- The hours for career shadowing will vary depending on the mentor’s availability, but they should be four or more hours in length.

- Students are responsible for their own transportation. Please be certain that they will arrive promptly! Plan ahead and consider drive time and rush hour traffic.

- Students are encouraged to “Dress for Success”. They are making a first impression and representing Lake Orion Community Schools.

- Your child will be given a Career Shadowing Excursion handout which includes the following forms:
  1. Career Shadowing Application
  2. Questions to Ask the Employer
  3. Student Visitation Report
  4. Employer Evaluation
  5. Sample Thank You Letter

- Your child will type thank-you letters to their mentor(s). One copy is to be mailed directly to their mentor and another copy is to be attached to their packet to be submitted to Ms. Ohlrich as part of their Career Shadowing grade.
Job Shadow Requirements

Career Shadowing Excursion!

What is Career Shadowing?
Career shadowing is a career exploration experience that allows you the opportunity to spend time with a professional working in a career field you are interested in. This experience offers you a chance to see what it’s actually like working in a specific career and work setting. Not only do students who career shadow get to observe the day-to-day activities of someone in the current workforce, they also get the opportunity to have their questions answered.

Why do a Career Shadowing Excursion?
Career shadowing is a great way to learn more about the career you are interested in and to see if it is the right career for you! We think it is so important that we require all freshmen to do a career shadow and give you a lot of help if needed! Also, it is an exempt absence, so no worries if you’re shooting for perfect attendance!

How do I set this up?
You can find your own placement for your career shadow using your parents’ expertise to help you! If you have questions, you can always ask Ms. Ohrich for help, too! Complete the Career Shadowing Application once you have secured your Career Shadowing location and turn it in to Ms. Ohrich before your scheduled day to complete your career
THE WHY AND HOW TO COMPLETE YOUR 411

Why should you do your best work when completing this? By filling this out and updating it every few months, you will do a much better job completing job applications than many of your peers. The information asked for here is the most commonly requested information on many employment applications. Also, by doing this now, you will have all the information you need at your fingertips if you find yourself applying for a job at the possible place of employment instead of having the luxury of taking the application home.

When all of your information is complete, upload it to your OneDrive, take a picture of it with your phone, or email it to yourself so you will always have the file when needed.

GPA: if you don’t know your current GPA, then look it up! You need to be honest.

Work relevant classes: What classes have you taken that would be of use in this job? Such as: if you were applying to work as a sales associate at Pac Sun:
- Speech, because you will be talking with customers
- Math, because you may work the cash register and need to calculate change
- Business Foundations, because you are learning computer skills

Awards/ Recognitions: Have you won any awards or been recognized for your hard work/dedication such as honor roll, student athlete, Lamp of Learning, band/choir competitions, etc.

Computer Skills:
- Microsoft Office (Word, Excel, Access, PowerPoint)
- Quick Books
- Page Maker

- Publisher
- Movie Maker
- Programming
- Web design
Career Foundations

Resumes and Applications

Sample Resumes

[Sample Resumes: Jessica Jones and Mason Lee]
The Interview Guide
Teach Us How to Interview!

Congratulations! Human Resources just called and you have an interview next week for your dream job! In order to land the job, you need to make sure your interview etiquette and skills are ready to go!

Research proper interview etiquette. Once your research has been conducted you are going to compile your information in a presentation format for the class. Possible options are Empressr, Zoho Show, PowToon, 280 Slides, Animoto Prezi, PowerPoint, Glostter, a video, a brochure, etc...

Feel free to use other formats too!

Here are the topics you will want to include in your interview guide:

- What to wear and what not to wear
- Overall look/appearance
- Posture
- Hygiene/Grooming
- How to prepare for your interview
- Memorize important parts of your resume
- What to bring and what not to bring
- When to arrive and what to do when you get there
- Sitting down at right time
- What to say during the interview
- What not to say during the interview
- Language to use
- Cell phone etiquette during the interview
- References
- Thank you card
Career Foundations

- Xello
- MI Bright Future
- Initial Resume Development
- Job Application – Procedural Practice
- Preliminary Interview Preparation
- Job Shadow
- Career Exploration and Planning
Career Readiness Programs 10th / 11th Grade
Personal Finance (12th Grade) Overview

- Required Class for Seniors (1st-3rd terms only)
- How to be fiscally responsible as an adult
- Talent Portfolio Development – Resume Refinement
- EDP Update / Completion
- Senior Interviews (Oral presentation)
### Personal Finance Curricular Program

#### Topics of study will include:
- Budgeting
- Investments
- Credit
- Career Preparation
- Banking & Insurance
- Housing & Automobiles
- Employability
- Portfolio & Senior Interview

#### Course Objectives
- To prepare students to make sound financial decisions that will impact their life.
- To assist students in the design of a professional Portfolio.
- To prepare students to successfully complete their senior interview.
- To leave LOHS with goals and a plan to achieve them.

#### Breakdown of Points
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<td><strong>Total</strong></td>
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• New Legislative Requirement 2019-2020:

• “Programs or instruction ensuring that every student in grade 12 knows how to develop and use a resume, letter of reference, school record, and talent portfolio” as described in Senate Bill 684, MCL 380.1277
Portfolio Guidelines

Follow these guidelines to help ensure your portfolio is the best it can be:

✓ Your portfolio must have a cover. Your name scribbled on a piece of paper does not cut it.

✓ Your Interview Profile should be placed in the front pocket of your portfolio.

✓ Purchase/create and use 5 tabs/section dividers. Label the tabs/section dividers with the titles of the 5 main sections (see Portfolio Checklist for section names).

✓ The Service Learning Summary, located on Moodle, must be typed. Also included with your Service Learning Summary should be your Service Transcript (hours submitted and approved) from the Service Learning Web Site (x2VOL).

✓ Three different pieces of career-related sample work evidence must be included in your portfolio. Each piece of evidence may only be used one time.

✓ Everything must be organized and professional in appearance. This will be a portion of your final portfolio grade.

✓ Make sure you proofread and make corrections. This can affect both the grade of individual assignments as well as the overall grade of your portfolio.

✓ Follow the Portfolio Checklist for order – this is designed to help walk you through your Interview. The order of the portfolio will make a difference in the flow of the interview.

✓ EVERYTHING must be in individual sheet protectors (one assignment/paper/project per sheet protector – an assignment/paper/project that is 10 pages long goes in one sheet protector).
Portfolio Checklist

The following bolded titles serve as the different sections your portfolio should contain. Within each section are the specific items you should have, listed in the order they should be placed in. This is the required order to submit your portfolio in – not a suggested order. This list is the minimum that should be included; feel free to include more content in any or all of the sections.

_____ Portfolio Cover
_____ Interview Profile (pocket)
_____ Cover Letter

Introduction
______ Introduction
______ Mission Statement
______ Resume
______ Letter of Reference (non-family and outside of LOHS)

Extra-Curricular Activities (must have verification of at least 2 different activities you involve yourself in). The list below is possible suggestions – let us know what you do with your time!
______ Certificates of Participation
______ Awards
______ Letters of Recognition
______ Hobbies and interests (this can include personal pictures, collages, scrapbook style pages, essays/write-ups or any other way to explain or display your interests)

Academics
______ Transcripts
______ Service Learning Summary
______ Educational Development Plan
______ Awards (if applicable)
______ Scholarships (if applicable)
______ College Acceptance Letters (if applicable)
______ Standardized Test Results (if applicable)
______ Certifications (if applicable)
______ Job Shadowing (if applicable)

Sample Work Evidence
______ Three Career-Related Examples

Conclusion
______ The Next Steps
______ Conclusion

Talent Portfolio Development
Talent Portfolio Development

Work-Relevant Evidence

Directions: Find 3 different pieces of work-relevant evidence. Each piece of evidence should relate to your chosen career/career pathway. This evidence can come from a variety of different places including:

- Assignments
- Projects
- Extra-curricular Activities
- Service Learning Experiences
- Volunteer experiences
- Work Experience
- Field Trips
- Teams
- Organizations
- Church
- Any other experiences you have had
## PERSONAL FINANCE AND CONSUMER ECONOMICS

### PORTFOLIO RUBRIC

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<td>Cover Letter</td>
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<tr>
<td>Three Career-Related examples</td>
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<table>
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<th>Section Points</th>
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<td>The Next Steps</td>
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<td>Conclusion</td>
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<tr>
<td>10 = Some flaws</td>
<td></td>
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<tr>
<td>5 = Needs work</td>
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<td></td>
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</tr>
<tr>
<td>0 = Very rough appearance</td>
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**Comments:**
Career Research - EDP Completion
Senior Interviews - Organization

• Graduation Requirement – Pass / Repeat
• Logistics organized through Personal Finance course (1st/2nd/3rd term)
• Approximately 550 Seniors (180 – 200 students per term)
• 4 (3.5 – 5) Designated Interview Days each term
• Morning / Afternoon Sessions (7:30 – 10:45; 11:00 – 2:15)
• 4 Conference Rooms, 2 – 3 Committee Members per Room
• 11 Volunteers (11/11 – Morning / Afternoon)
Senior Interviews - Volunteers

- Soliciting Committee Members (District Communications - SignUp Genius)

- Preoperative meeting with volunteers (pep talk – consistency)
<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>PF Teacher / Period</th>
<th>Time</th>
<th>Interview Date</th>
<th>Interview Location</th>
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<tr>
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<tr>
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Senior Interviews – Management

The Career Center at LOHS serves as headquarters for the Senior Interview Process. Interviewees report 5 minutes prior to their scheduled interview time. The Director of CTE distributes students to their respective interview room.

2018-2019 LOHS Senior Interview Pass - Term 2

**Student Name:** Jason  
**PF Teacher/Section:** Ohlrich 3A-3B

Congratulations! You have completed the requirements and are ready for your Senior Interview! Be prepared for your Senior Interview which is scheduled for the following date and time:

**Interview Date:** 1/14/2019  
**Interview Time:** 11:45 am  
**Location:** Career Center Conference Room

Use this as your pass to leave / return to class.

Please arrive PROMPTLY (5 minutes early) to the Career Center. You must bring your Portfolio to use during your Senior Interview. Dress Professionally!

Be advised that you might be called to the Career Center earlier than scheduled. Be prepared on the day of your interview!
Senior Interviews – Process / Appraisal

General Interview Questions
1. What is your greatest strength/weakness?
2. Tell us about an accomplishment you are most proud of.
3. Tell us about a time when you had to learn something new in a short time. What was the result?
4. Please give us an example of a time you failed (or received some very negative feedback) and what did you do to try to correct this failure? What was the result?
5. What can you offer us that someone else cannot?
6. Please give us an example of a time when you had a conflict with a peer. How did you resolve it?
7. How would a friend/teacher describe you?
8. What is the most interesting thing about you that we wouldn’t learn from your resume alone?

Question #1 for each Pathway is the transition to lead into the Pathway specific interview questions. This helps the students and committee with the flow.

Arts & Communication
1. How did you first become interested in the Arts and Communication pathway?
2. Tell us about a time when you had to be a creative thinker.
3. Give us an example of when you had to be imaginative, innovative, and original.
4. How do you like to best communicate your thoughts and ideas?
5. What do you like best about the Arts and Communication pathway?
6. What do you like least about the Arts and Communication pathway?
7. What challenges do you anticipate in this pathway?

Business, Management, Marketing & Technology
1. How did you first become interested in the Business, Management, Marketing, and Technology pathway?
2. Tell us about a time when you were able to organize people or an activity for a group.
3. What is one of your hobbies?
4. Tell us a couple important skills you think would be necessary for your career or pathway you have chosen.
5. Tell us about your favorite social media channel and why?
6. What challenges do you anticipate in this pathway?
# Senior Interviews - Approximate Timing

## Interview Script

### 1. Panel Introduction Question
Begin the interview with:

“Tell us about yourself!”

### 2. Panel Interview Question Section
The panel should choose 2 – 3 questions from the General Interview Questions and at least 3 additional questions from the student’s chosen career pathway.

The first pathway question should be question number 1.

Students should showcase their sample work evidence during the interview question section.

### 3. Panel Conclusion Section
After the interview Q&A section, transition with the question:

“Is there anything else you would like to share with us?”

Students will respond with their concluding remarks.

### 4. Panel Interview Scoring
Student will exit the room. At this time, the panel will score the interview on the rubric. One interview committee member will sign and date the Interview Profile and choose PASSED or NEEDS TO REPEAT.

### 5. Student Feedback
Student will be called back in to receive comments or feedback on Interview Profile. Student will sign and date the Interview Profile.

---

- **2 - 5 minutes**
- **10 minutes**
- **5 minutes (sample work evidence – Portfolio)**
- **Student exits interview room**
- **5 minutes (Committee deliberates – rubric scoring – develop feedback)**
- **Student returns to the interview room**
- **5 minutes (Feedback)**

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Lake Orion Community Schools

*Educating our students for the challenges of tomorrow*
Senior Interviews – Process / Appraisal

- Students who achieve an overall “Excellent” or “Acceptable” appraisal have passed the process. A small fraction of students who “Need Improvement” are rescheduled.
Senior Interviews - Follow-Up

- Distribute Rubrics / Feedback to students
- Send survey to committee volunteers
- Accommodations – Rescheduling
Service Learning

• Graduation Requirement
• 40 Hours (9th – 12th Grade)
• Criteria (non-profit, volunteer, benefit the community, no “double dipping”)
• Record Keeping – Management (x2VOL)
## Service Learning

**Find Opportunities**

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<th>Profile Match</th>
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<td>LAKE ORION HIGH SCHOOL</td>
<td>88%</td>
</tr>
<tr>
<td>Kensington Church</td>
<td>88%</td>
</tr>
<tr>
<td>PEAS - Pan Equus Animal Sanctuary</td>
<td>88%</td>
</tr>
<tr>
<td>Maker Girl Mania!</td>
<td>88%</td>
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[Dashboard] [Opportunities & Projects] [Groups & Goals] [Profile] [Help] [Logout]

[Add to My Opportunities] [View Event Details]
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Service Learning
Volunteer Name: [Redacted]

School Name: LAKE ORION HIGH SCHOOL

Member Since: 08/19/2018

Hours:
- Claimed: 50.00
- Verified: 46.25
- Approved: 44.75

Type:
- Personal Project: 6
- Community Opportunity: 0
- School Approved: 1

### OPPORTUNITY

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- Every Wednesday morning I report to Oakview Middle school and participate in their bully buster program.
- I helped organize the office. I helped with attendance issues and made copies.
- Every Wednesday morning I participate in a bullying program at Oakview middle school. I get to teachless.
- Over the course of two weeks I helped Sophia Fredoichi study for her zoology tests and quizzes. I too...
- Yad Ezra is a Jewish food bank in Berkley. It provides kosher food for many Jewish families in the area.
Questions?

Rosa Everitt – CTE Director  
Rosa.Everitt@lok12.org

Stephen Kimball – CTE Teacher  
Stephen.kimball@lok12.org