
CAREER GUIDELINE CYCLE

Standards for Each Career Development Phase

Assessing Self

- Answer questions about interests to begin a discussion on career choices
- Analyze the accuracy of the results of a self-assessment
- Examine my expectations about lifestyles through answering a series of questions
- Reflect on my personal expectations in order to align them with my job search

Exploring Options

- Navigate a job search website
- Search for a job on NCWorks.gov
- Use the NC Career Clusters Guide to determine jobs available in my area
- Use online resources to find information

Developing Skills

- Recognize the importance of maintaining a positive attitude
- Evaluate my own attitude and make adjustments
- Consider different ways that directions can be offered and how they can be received
- Appreciate the importance of understanding directions before beginning a task
- Understand the importance of good communication skills in the workplace

Marketing Self

- Choose the appropriate résumé for a selected job posting that best fits my need
- Write a comprehensive résumé that highlights my skills and abilities and accurately describes my work history
- Understand the importance of a professional social media page and my digital footprint
- Use social media to effectively search for jobs and network with other professionals

Performing Job Skills

- Follow directions
- Communicate verbally
- Work effectively in a group
- Manage my time wisely
- Negotiate with team members
- Think critically
- Communicate effectively with team members