

Workplace Readiness Skills for the Commonwealth Grades 11 – Post High School

Professional Knowledge and Skills

14. Job Acquisition and Advancement: Prepares to apply for a job and to seek promotion

Objective: Student will apply for a job of choice.

Activities:

1. Student will determine job interest.
2. Student will create a complete profile/resume.
3. Student will complete a mock application.
4. Student will complete a mock interview.

Objective: Student will learn a process to being promoted.

Activities:

1. Student will interview a professional in the school in regards to how they would receive a promotion in their current position. Students will discuss findings with class.