

Book B Appendices



Getting the Job You Want

Appendices

Appendix A: Performance Checklist

***Appendix B: Career Building
(SCANS) Skills***

Book B Performance Certificate

Appendix A**Book B Performance Checklist
Module 5****Student Name** _____ **Program** _____**Instructor** _____

Checkpoint	Accomplishment	Teacher Initials	Date Completed
5-1	Obtain personal job references		
5-2	Complete a work history using a personal data sheet		
5-3	Successfully fill out a job application		
5-4	Demonstrate you can successfully talk about the information on your application		
5-5	Write a letter to apply for a job		
5-6	Name ways to reduce stress during a job search		

Career Building (SCANS) Skills*Rate how much you have improved in each one.**(0 = not at all, 1 = a little, 2 = some, 3 = quite a bit, 4 = very much)*

	The ability to:	Your Rating	Teacher Rating
E1	Make Decisions		
E2	Solve problems		
E9	Understand and communicate information		
E14	Manage people and resources		
E15	Understand the importance of technology in the U.S. workplace		

Write in any other career building skills you have improved during this module.

Appendix A (continued)
Book B Performance Checklist
Module 6

Student Name _____ **Program** _____

Instructor _____

Checkpoint	Accomplishment	Teacher Initials	Date Completed
6-1	Name the best sources for job leads.		
6-2	Develop and use a job networking list.		
6-3	Follow up on job leads from the want ads..		
6-4	Follow up on job leads from the Yellow Pages.		
6-5	Make job-hunting phone calls successfully.		
6-6	Keep a written schedule of job-hunting activities		
6-7	Keep a weekly planner of daily activities.		

Career Building (SCANS) Skills

Rate how much you have improved in each one.

(0 = not at all, 1 = a little, 2 = some, 3 = quite a bit, 4 = very much)

	The ability to:	Your Rating	Teacher Rating
E1	Make Decisions		
E2	Solve problems		
E3	Set goals and plan what to do next.		
E11	Deliver good customer service.		
E15	Collect, analyze, and use information,		

Write in any other career building skills you have improved during this module.

Appendix A (continued)**Book B Performance Checklist
Module 7****Student Name** _____ **Program** _____**Instructor** _____

Checkpoint	Accomplishment	Teacher Initials	Date Completed
7-1	Show you know what employers look for in a job applicant.		
7-2	Know how to make a good personal impression at a job interview.		
7-3	Know how to introduce yourself at a job interview.		
7-4	Know how to answer common interview questions.		
7-5	Know how to answer tough interview questions.		
7-6	Write a thank-you letter to an employer.		
7-7	Name ways to remain positive if you are rejected for a job.		

Career building (SCANS) Skills**Rate how much you have improved in each one.****(0 = not at all, 1 = a little, 2 = some, 3 = quite a bit, 4 = very much)**

	The ability to:	Your Rating	Teacher Rating
E2	Solve problems.		
E5	Act responsibly.		
E6	Believe in yourself and maintain a positive attitude.		
E7	Get along with others/handle conflict.		
E9	Understand and communicate information.		
E16	Make suggestions for improvements of a system, product, or service.		

Write in any other career building skills you have improved during this module.

Appendix B

Book B Career Building (SCANS Skills)

These career building skills are some of the ones employers say people most need to succeed on the job. They are based on skills developed by the Secretary's Commission on Achieving Necessary Skills (SCANS). They are not skills you learn all at once. You learn them little by little by working with others, solving problems, and making decisions. After each module, think about which career building skills you have used. Rate how much you have improved since you started the module.

Career building (SCANS) Skills

Rate how much you have improved in each one.

(0 = not at all, 1 = a little, 2 = some, 3 = quite a bit, 4 = very much)

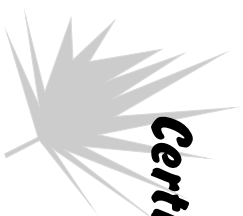
	The ability to:	Your Rating	Teacher Initials
E1	Make decisions.		
E2	Solve problems.		
E3	Set goals and plan what to do next.		
E4	Learn to learn new things.		
E5	Act responsibly.		
E6	Believe in yourself and maintain a positive attitude.		
E7	Get along with others/handle conflict.		
E8	Work collaboratively as a team member.		
E9	Understand and communicate information.		
E10	Show leadership.		
E11	Deliver good customer service.		
E12	Manage your time.		
E13	Manage your money.		
E14	Manage people and resources.		
E15	Collect, analyze, and use information.		
E16	Make suggestions for improvements of a system, product, or service.		
E17	Understand the importance of technology in the U.S. workplace.		

The Florida State Department of Education
Awards this



Florida Works

Certificate of Accomplishment ***Completion of Book B***

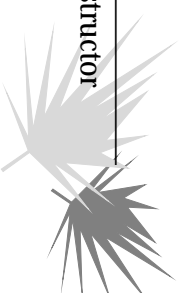


to:

Awarded at: _____ On _____



Florida Works Instructor



Florida Works

Book B Certificate of Accomplishment

The holder of this certificate has demonstrated competency in the following areas.

B. DEMONSTRATE EFFECTIVE JOB SEARCH SKILLS
(Florida Works Checkpoint Number)

- 5-1 Complete a work history using a personal data sheet.
- 5-2 Obtain personal job references.
- 5-3 Successfully fill out a job application.
- 5-4 Demonstrate you can successfully talk about the information on your application.
- 5-5 Write a letter to apply for a job.
- 5-6 Name ways to reduce stress during the job search.
- 6-1 Name the best sources for job leads.
- 6-2 Develop and use a job networking list.
- 6-3 Follow up on job leads from the want ads.
- 6-4 Follow up on job leads from the Yellow Pages.
- 6-5 Make job-hunting phone calls successfully.
- 6-6 Keep a written schedule of job hunting activities appointments
- 6-8 Phone actual employers about jobs.

C. UNDERSTAND BASIC PRACTICES IMPORTANT FOR SUCCEEDING ON THE JOB

Add in any checkpoints from Book A

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D. DEMONSTRATE EFFECTIVE JOB INTERVIEW SKILLS

- 7-1 Show you know what employers look for in a job applicant
- 7-2 Know how to make a good personal impression at a job interview.
- 7-3 Know how to introduce yourself at an interview.
- 7-4 Know how to answer common interview questions.
- 7-5 Know how to answer tough interview questions.
- 7-6 Write a thank-you letter to an employer.
- 7-7 Name ways to remain positive if you are rejected for a job.

7. DEMONSTRATE EMPLOYABILITY SKILLS NEEDED TO BE EFFECTIVE IN THE NEW WORKPLACE (SCANS)

- E-1 The ability to make decisions.
- E-2 The ability to solve problems.
- E-3 The ability to set goals and plan what to do next.
- E-4 The ability to learn new things.
- E-5 The ability to act responsibly.
- E-6 The ability to believe in oneself and maintain a positive attitude.
- E-7 The ability to get along with others and handle conflict.

- E-8 The ability to work collaboratively as a team member.
- E-9 The ability to understand and communicate information.
- E10 The ability to show leadership.
- E11 The ability to deliver good customer service.
- E12 The ability to manage and prioritize time.
- E13 The ability to manage and prioritize money.
- E14 The ability to manage people and resources.
- E15 The ability to collect, analyze, and use information.
- E16 The ability to make suggestions for improvements of a system, product or service.
- E17 The ability to understand the importance of technology in the U.S. workforce.