

EXPLORE: *ACP Self-Assessment Rubric*

Initiating

Implementing

Institutionalized

CAREER EXPLORATION- MIDDLE SCHOOL

Middle School Students

- Identify career clusters and pathways.
- Have access to career information for career exploration.
- Take age-appropriate inventories and assessments for career exploration.

Middle School Students

- Describe how careers are categorized by career clusters and pathways.
- Take age-appropriate inventories and assessments for career exploration to identify related career clusters and pathways.
- Locate information on clusters based on their interests and self-awareness.
- Examine career information for career exploration.
- Are exposed to activities based on a wide variety of career clusters and pathways.
- Research in-depth two or more pathways of interest.

Middle School Students

- Identify 2-3 career clusters that are compatible with their interests, strengths, and values as identified in assessments.
- Use general career pathway information that correlates to strengths, values and interests to identify careers of interest.
- Describe how careers of interest relate to their assessment information and interests.
- Make connections between skills acquired in and out of school and how they apply to careers of interest
- Engage in a variety of extracurricular activities.

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CAREER EXPLORATION- HIGH SCHOOL

High School Students

- Take age-appropriate inventories and assessments for career exploration.
- Identify one or more pathways of interest
- Research a career

High School Students

- Take age-appropriate inventories and assessments for career exploration and reflect on the results
- Identify one or more careers of interest within a pathway
- Research careers of interest
- Engage in career fairs, field trips, job shadowing opportunities, and other school-provided career exploration opportunities.

High School Students

- Take age-appropriate inventories and assessments for career exploration and reflect on the results
- Use general career pathway information that correlates to strengths, values and interests to identify careers of interest.
- Describe how careers of interest relate to their assessment information and interests and reflect on areas for growth.
- Understand the relevance of current studies and activities to developing technical, interpersonal, academic, and other key skills and understanding related to their career of interest.
- Engage in job shadowing, informational interviewing, part-time work, and other career exploration.

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WORLD OF WORK & LABOR MARKET

Middle School Students

- Understand the relationship between salary and standards of living.
- Are aware of social skills needed for employability.

High School Students

- Learn about the importance of key habits, such as punctuality, in getting and maintaining employment. Know the average income and educational requirements for several specific occupations in a pathway of interest
- Understand some of the factors that drive demand for particular occupations.
- Learn what employers look for in a resume, job application, and interview.
- Know what career pathway courses and exploration opportunities are available at the school.

Middle School Students

- Understand salary, standards of living, and connections to different careers' earning potential.
- Demonstrate social skills needed for employability.

High School Students

- Learn about the "soft skills" that employers most prize in prospective employees
- Identify the different types of career information to consider when making decisions about career, education and training options.
- Access labor market information to inform the selection of careers of interest.
- Understand the implications of debt, such as student loans repayment, on standard of living.
- Identify the qualities of effective job seeking skills and tools such as resumes, cover letters, job applications, and interviews.
- Compose a resume and complete a job application for an actual job or as a simulation.
- Compare opportunities available for high school work-based learning and/or dual enrollment in a pathway of interest.

Middle School Students

- Understand salary, standards of living, connections to different careers, and education and training for multiple levels of jobs within the same career pathway.
- Identify and exhibit positive social skills consistent with employability.
- Participate in a service learning or volunteer activity.

High School Students

- Learn which different "soft skills" are needed for different pathways, and which are most crucial.
- Use labor market and other information to understand how salary levels differ by level of education, job responsibilities and skills required.
- Identify the financial impact of fringe benefits, work schedules, and other information related to the personal and financial value of specific careers.
- Compare postsecondary options based on an analysis of up-front training costs, salary expected in desired career, to personal long term financial goals.
- Develop effective tools for job seeking including resumes, job applications, cover letters, and interview skills.
- Explore postsecondary opportunities for gaining technical skills, such as apprenticeships and certifications.
- Participate in extracurricular or work-based learning opportunities that connect to the desired career cluster.

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POST-SECONDARY EDUCATION & TRAINING OPTIONS

Middle School Students

- Understand how middle school course-taking can affect high school options.
- Identify multiple postsecondary education & training options

High School Students

- Know multiple sources for information on postsecondary programs and institutions.
- Identify postsecondary education & training options, including 2 & 4 year colleges, technical certificate programs, registered apprenticeships, and careers.
- Understand how current academic performance and high school graduation requirements are related to availability of postsecondary education options.
- Identify key criteria for selection of post-secondary educational institutions.
- Share postsecondary interests with their families.
- Create a course selection plan with a family member or mentor.

Middle School Students

- Understand how middle school course-taking can affect high school options.
- Have access to information about programs of study and courses available at the local high school
- Identify multiple postsecondary education & training options

High School Students

- Know multiple sources for information on postsecondary programs, institutions, and scholarships/financial aid
- Identify the education and training requirements to pursue careers in their career cluster and pathway of interest.
- Identify the variety of educational opportunities and transferability of postsecondary education options within cluster and pathway of interest.
- Compare postsecondary options with families.
- Develop and use personal criteria for selecting a post-secondary institution when visiting 2 and 4 year colleges, training programs or other educational institutions.

Middle School Students

- Understand how middle school course-taking can affect high school options.
- Have a sample plan for freshman year of high school
- Know general pre-requisites for multiple postsecondary education & training options

High School Students

- Access multiple sources for information on postsecondary programs, institutions, and scholarships/financial aid
- Identify and compare multiple and different types of postsecondary options related to their career clusters, pathways and careers of interest.
- Document at least two career pathway routes to achieve the same personal ACP goals.
- Research multiple different postsecondary options against personal criteria for selection by attending post-secondary visit days, speaking with admissions officers, interviewing students or other staff/faculty, utilizing online career and post-secondary sites and their comparison search engines.
- Evaluate postsecondary options with parents and supportive adults.