

Chapter 1

Making the Transition from School to Career

SECTIONS

1.1 Importance of Work

1.2 Essential Skills



• Reading Prep

Review the table of contents for this text. Trace the development of the content that is being presented from simple to complex ideas.

Introduction

Deciding what to do to earn a living is an important life decision. Having all of the information you need prior to making such a decision improves your chances of making a good one.

Before making career decisions for your future, you will need to become familiar with yourself, the workplace, and the requirements of different occupations. Basic information about the world of work can be obtained from school counselors, the Internet, the library, as well as many other sources. This text will help by laying the foundation of knowledge you need to make the best decisions for you.

CAREER SNAPSHOT

Forest Fire Inspector and Prevention Specialist

Responsibilities

Forest fire inspectors and prevention specialists assess outdoor public and residential areas for fire hazards and conditions that might promote fires. A **forest fire inspector and prevention specialist** must:

- Search for fire hazards
- Review emergency evacuation plans
- Conduct fire and safety education programs
- Administer burn permits and monitor controlled burns
- Maintain fire inspection files

Work Environment

Forest fire and prevention specialists work outside in all types of conditions. They patrol designated areas, such as forests, fields, and other natural or outdoor areas. **Forest fire and prevention specialists** enforce fire regulations and report fire conditions to a central command center. They also recommend ways to reduce fire hazards.

Education and Skills

- Previous experience as a firefighter
- High school diploma or equivalent; a two- or four-year degree in fire science or a related field may be required
- Classroom training at fire or police academies
- On-the-job training

Expected Growth and Pay

- 24% growth in jobs through 2029
- 16,400 employed in this occupation in 2019
- Median annual wage of \$42,150 in 2020

Adapted from the US Bureau of Labor Statistics



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Section 1.1

Importance of Work

ESSENTIAL QUESTION

Why do people need to work?

TERMS

job
occupation
career
occupational trend
gig economy
career clusters
career pathway
associate degree
bachelor degree
job shadowing

LEARNING OBJECTIVES

After completing this section, you will be able to:

- LO 1.1-1** Identify reasons most people work.
- LO 1.1-2** Discuss ways to explore the world of work.

LO 1.1-1 Why Do People Work?

Have you ever wondered why people work? Many people might say it is to earn money. However, if money is the only reason you choose a job, there is a good chance you will spend many hours doing something you really do not want to do. How will that affect the other areas of your life?

The work we do impacts the way we see ourselves, the lifestyle we get to live, and the way other people see us. Often, one of the first things people ask when introduced is, “What do you do for a living?” At its best, work helps us form a positive self-image, is a place where we can develop lifelong friendships, gives meaning to our lives, and helps us have a positive attitude about life. Work will help you continue to learn and grow throughout your lifetime.

Many of the things you learn at work will help you in your personal life. At work, you will learn how to communicate effectively with others. This will help you better communicate with your loved ones and friends. At work, you will learn to organize your time and behavior to accomplish work tasks. This will help you meet personal goals, such as a home improvement project, outside of work. There are many more examples of how workplace learning can enhance your personal life.

Work serves a purpose in every person’s life. A famous vocational psychologist named David Blustein identified three primary ways that work serves people’s needs. These include survival, social connection, and self-determination.

Survival

Humans need to have their basic needs met. These needs include air, water, food, shelter, and health care, among others. When these survival needs are the primary reason for work, many people must take any job they can get. This includes jobs that pay poorly, are unsafe, or are boring. Decent work in this case is reasonably safe, pays enough money to meet basic needs, and can provide some sense of satisfaction.

Social Connection

Humans are naturally social creatures. Finding a sense of connection to other people or your broader community through work can be very fulfilling. Take a minute to think about a group in which you felt a sense of belonging. Being a member of a work group can provide a social connection and comfort knowing that you are part of a shared purpose.



Social connections help to build a community with other people.

How can you build your social connections at school and at work?

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Self-Determination

Very few humans like to be told what to do. This is because we are naturally inclined to want to make our own choices, both good and bad ones, and learn from them. Some jobs, such as the CEO of a corporation or an independent cabinetmaker, allow people to feel like they are making their own choices. In this case, the people are working for a sense of *self-determination*, or the power to act without outside control or influence.

LO 1.1-2 Exploring the World of Work

Regardless of the purpose of your work, it is essential to know what the world of work looks like before making any decisions about your future career. A key concern of people entering the workforce is finding a job they enjoy. A **job** is a position for which a person is typically paid to do work, although some jobs are unpaid. It is rare for a person to stay at the same job for a lifetime. Most people want increased variety, responsibility, and pay provided by a series of more challenging jobs.

An **occupation** is the type of work in which a person is employed and typically requires the use of related skills or experiences. However, an occupation is not a career. A **career** is a series of related jobs in the same profession. This progression of related occupations results in employment and personal growth.

Each person is unique, so your idea of the ideal career will not match someone else's. Making a good career decision requires knowing yourself, your strengths, and your interests. It also involves knowing about the different types of jobs that make up the world of work. Being aware of future work trends will give you a good idea of what the world of work will look like when you enter the workforce.

Future Occupational Trends

What are the jobs of the future? No one knows for sure, but researchers continue to study occupational trends. **Occupational trends** are research-based forecasts that identify which jobs will most likely be needed in the future. A key source of information on occupational trends is the Bureau of Labor Statistics (BLS). The BLS is the principal federal agency responsible for measuring labor market activity, working conditions, and productivity in the US economy.

Advances in technology and changes in society shape occupational trends. Some important societal changes that are shaping US occupations include the following.

- Aging population
- Increased concern for health and fitness
- High interest in recreation and entertainment
- New ways of communicating based on new technologies
- Gig economy

The gig economy is the most recent trend that will shape the world of work as you will find it. Think about your favorite band or musician. They are not paid an annual salary or hourly wage for writing and recording music. They also do not have ongoing work at an arena or other music venue. They play “gigs” or one-time or short-term events. A **gig economy** is a job market driven by technology that offers short-term contracts and freelance work, similar to musical gigs. Uber, Airbnb, and Etsy are well-known examples of global companies that have built large businesses primarily through hiring gig workers.

Gig work is so new that the Bureau of Labor Statistics has not yet projected the number of gig jobs in the next ten years. Still, the BLS has identified several occupational groups in which gig work may likely grow, as shown in **Figure 1-1**.

Before the gig economy took off, you and your peers likely would have worked in ten or more jobs for five or more employers before retirement. These numbers are expected to increase even more in the gig economy. Additionally, some of the occupations you will hold in the future may not exist yet today. This means it is your responsibility



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The gig economy is a new job market trend that allows for more flexibility.

What occupational trends have you noticed in the past few years?

Gig Work Opportunities

Art and Design	Computer and Information Technology	Construction and Extraction	Media and Communications	Transportation and Material Moving
<ul style="list-style-type: none"> • Graphic designers • Musicians • Craft and fine artists 	<ul style="list-style-type: none"> • Web developers • Software and app developers • Information technology support • Computer programmers 	<ul style="list-style-type: none"> • Carpenters • Painters • Energy workers • Construction workers 	<ul style="list-style-type: none"> • Technical writers • Interpreters and translators • Photographers 	<ul style="list-style-type: none"> • Delivery drivers for on-demand shopping • Drivers for ride-sharing apps

Figure 1-1

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Gig work is expected to grow in many occupational areas in the next ten years.

to manage your own career and watch for new opportunities. Keep career flexibility in mind as you explore various occupations and careers.

Career Clusters

Thinking about the world of work even five years into the future can be confusing and overwhelming. Luckily, even with all of the changes in the 21st century world of work, work itself can be categorized in a way that can help you determine your best fit.

One of the best ways to learn about careers is by studying career clusters. **Career clusters** are groups of occupational and career specialties. The clusters are developed by educators, employers, and professional groups. These experts carefully examine what students must know to explore educational opportunities and be better prepared for college and career success. As changes occur in the workplace, career clusters can also change. Currently, there are 16 career clusters, as shown in **Figure 1-2**.

Each career cluster shows a grouping of careers and skills required. **Career pathways** are subgroups within the career clusters that reflect occupations requiring similar knowledge and skills. Within each pathway are various occupations ranging from entry-level to advanced. Each step forward likely requires additional training and experience.

Go Green



It is important to take time to reflect and assess your current feelings about the “go green” concept. In other words: how do you feel about adopting an environmentally friendly lifestyle by recycling, buying local, reusing, minimizing driving, and so forth? Are you willing to make the extra effort to sort plastics, paper, glass, and metals from your household trash? Are you committed to buying local when possible, and are you really willing to walk or ride a bike when it might be a bit more convenient to drive?

Career Clusters			
Career Cluster	Description	Career Cluster	Description
Agriculture, Food, & Natural Resources	Careers involving the production, processing, marketing, distribution, financing, and development of agricultural commodities and resources.	Hospitality & Tourism	Careers involving management, marketing, and operations of food service, lodging, attractions, and recreational businesses.
Architecture & Construction	Careers involving the design, planning, management, building, and maintenance of buildings and structures.	Human Services	Careers involving family and human needs.
Arts, A/V Technology, & Communications	Careers involving the design, production, exhibition, performance, writing, and publishing of multimedia content.	Information Technology	Careers involving the design, development, support, and management of hardware, software, and other technology-related materials.
Business Management & Administration	Careers involving the planning, organizing, directing, and evaluation of functions essential to business operations.	Law, Public Safety, Corrections, & Security	Careers involving planning, managing, and providing legal services, public safety and protective services, and homeland security.
Education & Training	Careers involving planning, managing, and providing education and training services.	Manufacturing	Careers involving the planning, management, and processing of materials to create completed products.
Finance	Careers involving planning and providing banking, insurance, and other financial business services.	Marketing	Careers involving the planning, management, and performance of marketing and sales activities.
Government & Public Administration	Careers involving governance, national security, foreign service, revenue and taxation, regulation, and management and administration at local, state, and federal levels.	Science, Technology, Engineering, & Mathematics	Careers involving the planning, management, and providing of scientific research and technical services.
Health Science	Careers involving planning, managing, and providing health services, health information, and research and development.	Transportation, Distribution, & Logistics	Careers involving the planning, management, and movement of people, materials, and goods.

Figure 1-2

Each of the career clusters contains several career pathways.

States' Career Clusters Initiative 2008

Students usually begin thinking about their futures in the workforce by trying to imagine themselves working in different settings and performing different types of job tasks. Students begin to develop a sense for jobs that fit their talents, abilities, and interests. Eventually, they narrow down the many choices to two or three careers that seem most interesting. Often these careers will be within the same career cluster.

Career clusters are an excellent tool that links school preparation to college and career success. By studying career clusters, you will be able to see exactly what it takes to identify and prepare for a career that will build on your interests and skills. You will know if the career path you have chosen will require a college degree or if you will be able to go straight to work after high school.

With the help of teachers and counselors, you might develop an *individual career plan*, which is a tool that will help direct you towards your career goals. The plan might include information about your skills and interests, courses taken, and alternative options to consider as you make career decisions during your educational journey. Among many things, these career decisions may include:

- Courses you take next year in high school
- Volunteer and internship opportunities
- Part-time jobs while in school
- Informational interviews with professionals in the career you are considering
- Preparation for postsecondary education options

An individual career plan is a living document that changes and grows as you learn more about yourself and what you want to do. If you make and follow your plan, you will be more prepared to enter a community college, a university, or the workplace upon graduation from high school.

Education Requirements for Careers

One of the most important aspects of creating an individual career plan is the consideration of postsecondary training and education. These options will determine which type of job you get within your career pathway. Jobs that do not require a degree or technical training after high school usually provide on-the-job training. Often, these are lower-paying positions that people use as stepping stones to better jobs.

About 11 percent of entry-level jobs require some college courses or an associate degree. An **associate degree** is a two-year college degree. Students sometimes take an associate degree program to jump-start their careers. About 27 percent of entry-level jobs in the United States require a bachelor degree or higher. A **bachelor degree** is an undergraduate degree awarded by a college or university after completing a long-range course of study. A bachelor degree program may range from three to seven years depending on the focus.

Look at **Figure 1-3** to compare job titles that require a high school diploma versus an associate degree versus a bachelor degree. Jobs requiring varying levels of education are found in all career clusters. Generally, those jobs requiring more education pay more than those requiring less, even in the same cluster.

Sample Jobs by Educational Requirements

High School Diploma	Associate Degree	Bachelor Degree
Administrative Assistant	Computer Operator	Information Systems Manager
Animal Control Officer	Veterinary Technician	Park Ranger
Carpenter	Construction Manager	Construction Engineer
Childcare Worker	Preschool Teacher	Elementary School Teacher
Customer Service Representative	Digital Marketing Assistant	Public Relations Manager
Home Health Aide	Registered Nurse	Biomedical Engineer
Meat Cutter	Assistant Chef	Dietician

Figure 1-3

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Jobs requiring varying levels of education are found in all career clusters.

Career Exploration

Making a career decision is not always easy because there are hundreds of choices to consider and many strategies you can use. Taking a few career-guidance tests can help you understand different aspects of yourself, including your interests, personality, values, and skills. The results of these tests can be useful in deciding on which career clusters to focus your efforts.

Career Case

Stephanie Wants to Be an Architect

Stephanie was just finishing junior high school and very excited about entering high school the following fall. The high school counselor, Mrs. Walsh, visited Stephanie's school one day to meet with the students. Mrs. Walsh met individually with students to help them decide which courses they would take during their freshman year at North High School.

The counselor suggested that the students take some exploratory classes to help them decide which careers fit their interests. Stephanie said, "Oh, I don't need that. I already know that I want to be an architect. I've loved to draw and design houses since I was young. My dad even built me a miniature house from drawings I made."

The counselor tried to convince Stephanie to at least consider some other areas, but Stephanie stood firm. Mrs. Walsh reluctantly agreed to

set up a program of study based on Stephanie's wishes. "We will enroll you in the college-preparatory track with a heavy emphasis on math and science," said Mrs. Walsh. "Oh, no!" cried Stephanie, "I hate math, and I'm not very good in science. I don't want to go to college. I just want to get through high school and go to work as soon as possible."

Critical Thinking

1. Do you think Stephanie had a realistic picture of what an architect does?
2. Why would an architect need math and science?
3. Are there occupations in the "Architecture & Construction" career cluster that might not require a lot of math and science?
4. Do you think Stephanie might learn to like math and science by examining how an architect uses those skills?



Attending career events at school and listening to guest speakers are activities that can help expand your awareness and understanding of the hundreds of possible careers for you. Speakers can provide practical information on what it takes to enter their fields. Another way to explore the workplace is by participating in field trips to different employers in your community. You can help arrange field trips as part of a class project. Most employers are happy to conduct group tours.

Job shadowing is following a worker on the job and observing what that job involves. If you know someone who has a job that sounds interesting, ask if it is possible to spend some time with the person at work. The experience may last a few hours or a couple of days. Permission from the employer is always required.

Volunteering is another way to learn about work. Animal shelters, recycling centers, and many other nonprofit operations rely on volunteer help. By volunteering, you can observe different types of work while contributing to activities that benefit your community.

There are few things more personal than a career decision. What your friends decide should not affect your decision. Your final choice must result in a career that takes full advantage of your unique interests and abilities.

Section 1.1 Review

CHECK YOUR UNDERSTANDING

1. Why is work important?
2. Explain the difference between an associate degree and a bachelor degree.
3. What do occupational trends tell us about jobs?
4. Why are career clusters important?
5. List two ways to explore career opportunities.

BUILD YOUR VOCABULARY

As you progress through this text, develop a personal glossary of career-related terms and add it to your portfolio. This will help build your vocabulary and prepare you for your career of choice. Write a definition for each of the following terms, and add it to your personal career glossary.

job	career clusters
occupation	career pathway
career	associate degree
occupational trend	bachelor degree
gig economy	job shadowing

Section 1.2

Essential Skills

ESSENTIAL QUESTION

How does a person learn the necessary skills for career success?

TERMS

skill
career skill
21st century career skill
interpersonal skill
transferable skill
hard skill
soft skill

LEARNING OBJECTIVES

After completing this section, you will be able to:

- LO 1.2-1** Describe the skills needed for careers in the 21st century.
- LO 1.2-2** Explain the importance of transferable skills as you consider college and career opportunities.

LO 1.2-1 Skills for the 21st Century Career

Different jobs require different skills. **Skills** are the abilities that allow a person to do a particular job or task. **Career skills** are the abilities that allow a person to manage a career over a lifetime. Employers try to hire workers who have the knowledge and skills needed for success in the job and work environment for which they are hiring. Employers tend to prefer employees with skills that can transfer from one job to another or skills that help employees work in multiple environments with different types of people.

Preparation for the world of work begins long before you actually have a job or career. *Workplace readiness* means having the basic knowledge and skills needed to get and keep a job. You are learning many of these skills now, including basic reading and math, problem solving, and interpersonal communication. The **21st century career skills** are essential abilities identified by employers as necessary for employees to be successful today. **Figure 1-4** lists these specific skills needed across all career clusters and divides them into three categories.

Technical Skills

The modern world of work is often described as the *Information Age*, or a time when most work is heavily influenced by digital information technology. Technical skills center around your ability to find and

Soft Skills



Professionalism

Professionalism is the act of exhibiting appropriate character, judgment, and behavior by a person who is trained to perform a job. It is a person's conduct while at work or anytime while representing an employer. Professionalism extends to every job, career, and industry. It means conducting oneself in a manner that exhibits responsibility, integrity, and excellence.




21st Century Career Skills	
Technical Skills <ul style="list-style-type: none"> • Career learning • Information literacy • Media literacy • Technology literacy and proficiency 	
Personal Skills <ul style="list-style-type: none"> • Creativity • Critical thinking • Flexibility • Initiative • Productivity 	
Interpersonal Skills <ul style="list-style-type: none"> • Collaboration • Communication • Cross-cultural understanding • Leadership • Social skills 	

Figure 1-4

Acquiring basic career knowledge and skills is the foundation for career success.

process information effectively. The four categories of technical skills represent the types of information employers will often want you to use as part of your work. These types of information include career learning, or opportunities that enhance your career-specific knowledge and skills; general information; media tools, including social media; and current and new technologies as they emerge and become relevant.

Personal Skills

Personal skills are attributes that you have already begun developing to some extent as a student. Employers in the 21st century prefer to hire workers who can demonstrate these qualities, including creativity, critical thinking, flexibility, initiative, and productivity. Picture how each of these skills is required to succeed when working in the gig economy.

Interpersonal Skills

Interpersonal skills are increasingly in demand. **Interpersonal skills** are the skills people use to positively interact with one another and build relationships. Collaboration, communication, cross-cultural understanding, leadership, and social skills are critical as the world of

work becomes more diverse and globalized. Many people mistakenly think these skills come naturally, when in fact they can be developed through learning and practice like any other skill.

LO 1.2-2 **Transferable Skills**

Transferable skills are skills used in one job that can also be used in another job. A specialized skill, such as speaking a second language, is an example of a transferable skill. People who possess transferable skills can easily use them in other jobs if required.

Many people have heard career skills called hard skills or soft skills. **Hard skills** are critical skills necessary to perform the required work-related tasks of a position. **Soft skills** are the skills used to communicate and work well with others. Soft skills include effective communication, workplace etiquette, and professionalism. It is easy to see how both hard skills and soft skills can be transferable across different jobs and employers over the course of your career.

Your future success will depend on developing skills that can be used now and applied to future work opportunities. This means using the skills you develop as a student and transferring them to the workplace. There you will polish your skills and learn other skills, all of which can be transferred later to another job.

Continue developing transferable skills. They are very important. Transferable skills make you a more capable person and help expand the knowledge and skills you will need in the workplace.

Soft skills are highly valued on the job because they help you work well with others.

What are some soft skills that you can develop now that can be transferred to the workplace?



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Event Prep



Introduction to Student Organizations

Professional student organizations are valuable assets to any educational program. These organizations support student learning and the application of skills learned in real-world situations. Also, participation in Career and Technical Student Organizations (CTSOs) can promote lifelong interest in community service and professional development. There are a variety of organizations from which to choose, depending on your interests.

Many CTSOs hold competitive events to help further students' knowledge and skills. To prepare for any competitive event, complete the following activities.

1. Contact the organization well in advance of the next competition. This will give you time to review and decide which competitive events are correct for you or your team.
2. Read all the guidelines closely. These rules and regulations must be strictly adhered to, or disqualification can occur.
3. Competitive events may be written, oral, or a combination of both.
4. Communication plays a role in all the competitive events, so read which communication skills are covered for the event you select. Research and preparation are important for a successful competition.
5. Go to the website of your organization for specific information for the events. Visit the site often because information can change.
6. Select one or two events that are of interest to you. Print the information for the events and discuss your interest with your instructor.

Section 1.2 Review

CHECK YOUR UNDERSTANDING

1. What does workplace readiness involve?
2. Identify the three categories of 21st century skills.
3. List three interpersonal skills necessary for success in the 21st century workplace.
4. What is the difference between a hard skill and a soft skill?
5. Why should you continue to develop transferable skills?

BUILD YOUR VOCABULARY

As you progress through this text, develop a personal glossary of career-related terms and add it to your portfolio. This will help build your vocabulary and prepare you for your career of choice. Write a definition for each of the following terms, and add it to your personal career glossary.

skill

career skill

21st century career skill

transferable skill

interpersonal skill

hard skill

soft skill

Chapter Summary

Section 1.1 Importance of Work

LO 1.1-1 Identify reasons most people work.

People work for many other reasons besides money, including survival, social connection, and self-determination. Work helps provide meaning to life. It affects how we see ourselves, what kind of lifestyle we live, and how others see us.

LO 1.1-2 Discuss ways to explore the world of work.

Making a good career decision requires knowing yourself, your strengths, and your interests. It also involves studying career clusters and knowing about the many career choices available as well as future occupational trends. Your career choice will affect your future happiness.

Section 1.2 Essential Skills

LO 1.2-1 Describe the skills needed for careers in the 21st century.

Skills required by employees in the 21st century are those that will help them succeed in today's workplace. Workers in all careers require basic technical, personal, and interpersonal skills. These skills are the foundation for career success.

LO 1.2-2 Explain the importance of transferable skills as you consider college and career opportunities.

Transferable skills enable you to work in a variety of workplaces. These include hard skills and soft skills. Transferable skills can be used on the job now and in the future. Employers tend to prefer employees with transferable skills.

Review Your Knowledge

1. Explain why most people work.
2. Compare and contrast the terms *job*, *occupation*, and *career*.
3. What is required in order to make a good career decision?
4. Why should a person study career clusters?
5. How does a career cluster differ from a career pathway?
6. List two ways students can gain actual exposure to the workplace other than holding a job.
7. Why are 21st century skills important in the workplace?
8. Why are technical skills considered essential by employers?
9. Why is it beneficial to have transferable skills?
10. Give examples of soft skills that can help you succeed on the job.

Apply Your Knowledge

1. Interview at least five people in different occupations to determine why they work. Try to identify specific reasons. Then, ask them if they enjoy their work. Decide if there is a relationship between work satisfaction and why people work. Is there a relationship between the type of work they do and how much they enjoy it? Summarize your findings in a one-page paper.
2. Investigate volunteer opportunities in your community. Report on one that appeals to you. Identify how the volunteer activity contributes to preparing individuals for a future job.
3. Which do you see more often—people treating work as a problem or as an opportunity? Discuss what may inspire workers to view work as fun and exciting.
4. Select a career cluster that is of interest to you. Analyze the future employment outlook for the careers in that cluster. Summarize what new facts you learned during your search. Did your research help you move closer to making a career decision?
5. Think of a job in which you might be interested. Arrange to spend a few hours visiting a company and observing a person who does that type of work. You may want to ask your teacher to help you arrange the visit. Prepare a list of questions you want answered or things you want to see before you visit. Share your experience in a written or oral report to your class.
6. Consider career options for your future. List three jobs you might want to have as an adult. Using a three-column chart, make a list of five things that you must do in the next two years to prepare yourself for each job.
7. Review Figure 1-1 in this chapter. From the information provided, what can you conclude about jobs in the gig economy? Which jobs will experience growth in the future? Which jobs, if any, do you think will be in less demand? What do you think will account for the growth or lack of growth?

8. Choose an occupation from Figure 1-3 that requires an associate degree or a bachelor degree. Visit the website of a college or university to view classes and any additional requirements needed to complete the specific college degree. Compare this information to that of another college or university. Compile your information in a chart. Share your findings within a small group.
9. Preparing to enter the workforce takes preparation. Write a one-page essay explaining what you think it takes to become workplace ready. What steps will you need to take, and what skills will you need to acquire?
10. Think about your skills. Create a four-column chart and make a list of your strongest technical, personal, interpersonal, and transferable skills. Then make a list of your weakest skills in these categories. Write three things you can do to improve these skills.



Teamwork

Work with a small group of classmates to create a list of adjustments students may have to make as they transition from being full-time students to being full-time employees. Share your findings with the class.



College and Career Readiness Activities

Problem-Solving Practices. Exceeding expectations is a way to be successful at school and in your career. Make a list of five things that you expect of yourself on a daily basis, such as being on time, completing tasks as assigned, and being courteous. For each of the things you expect from yourself, record what you could do to exceed those expectations. What effect do you think exceeding expectations has on your success?

Reading. Take a look at how the authors have structured this chapter. How do the numbered sections of the text relate to the chapter title? How is the information presented? Why do you think this chapter is the first in the textbook?

Apply Your Technology Skills

Access the G-W Learning companion website for this text at www.g-wlearning.com/careereducation/7338. Download each activity file for this chapter. Follow the instructions to complete an activity to practice what you have learned.

Activity File 1–1 Creating a Personal Program of Study

Activity File 1–2 Researching Post High School Programs

The logo consists of three curved lines in red, yellow, and purple, followed by a small purple dot.

College and Career Readiness Portfolio

When you apply for a paid or volunteer job or for admission to a college, you may need to tell others about why you are qualified for the position. A portfolio is a selection of related materials that you collect and organize. These materials show your qualifications, skills, and talents. For example, a certificate that shows you have completed lifeguard and first-aid training could help you get a job at a local pool as a lifeguard. An essay you wrote about protecting native plants could show that you are serious about eco-friendly efforts and may help you get a volunteer position at a park. A transcript of your school grades could help show that you are qualified for college.

Two types of portfolios are commonly used: *print portfolios* and *electronic portfolios* (e-portfolios). An e-portfolio is also known as a *digital portfolio*.

1. Use the Internet to search for “print portfolio” and “e-portfolio.” Read articles about each type of portfolio. Create a chart that gives the characteristics of each type.
2. You will be creating a portfolio in this class. Which portfolio type would you prefer to create? Write a paragraph describing the type of portfolio you would prefer and why.