

Handout 1.2b: Career Portfolio Checklist

Student Name:	Due Date:
CAREER PLANNING/CULMINATING ACTIVITY <input type="checkbox"/> Notes: The Job Search, Networking, Job Leads, Labour Market Information, etc. <input type="checkbox"/> Application Form <input type="checkbox"/> Resumé Worksheets <input type="checkbox"/> Resumé Sample and Reference Page <input type="checkbox"/> Resumé Evaluation Chart and Your Resumé <input type="checkbox"/> Covering Letter Sample <input type="checkbox"/> Covering Letter Evaluation Chart and Your Letter <input type="checkbox"/> Self-Advocacy Tasks Checklist <input type="checkbox"/> Notes: Preparation for a Job Interview Other <input type="checkbox"/> _____ <p style="text-align: center;">Culminating Activity</p> <input type="checkbox"/> My Educational and Career Path Handout <input type="checkbox"/> Electronic Research Sources from Your Library <input type="checkbox"/> Culminating Activity Marked Project <input type="checkbox"/> Culminating Activity Evaluation Chart Other <input type="checkbox"/> _____	NOTES/COURSEWORK <input type="checkbox"/> Skills for the World of Work Group Presentation Evaluation Task <input type="checkbox"/> Skills for the World of Work Group Presentation Performance Task Grading Chart ALL Group Presentation Handouts from your class: <input type="checkbox"/> Communication Skills <input type="checkbox"/> Feedback Skills <input type="checkbox"/> Leadership Skills <input type="checkbox"/> Negotiation Skills <input type="checkbox"/> Organizational Skills <input type="checkbox"/> Personal Management Skills <input type="checkbox"/> Positive Skills – Become Habits <input type="checkbox"/> School Academic Skills <input type="checkbox"/> Stress-Management Skills <input type="checkbox"/> Teamwork Skills <input type="checkbox"/> Time-Management Skills <input type="checkbox"/> Transferable Skills Diagram <input type="checkbox"/> Notes: Essential Skills Other <input type="checkbox"/> _____
MISCELLANEOUS <input type="checkbox"/> Student Information Sheet <input type="checkbox"/> Portfolio/Binder Evaluation Task and Checklist <input type="checkbox"/> Icebreakers: Find Someone Who... <input type="checkbox"/> Community Involvement Passport <input type="checkbox"/> Literacy Test Sample, if done <input type="checkbox"/> Term Mark Printout, if available <input type="checkbox"/> Young Worker's Awareness Program Resource Magazine, if available <input type="checkbox"/> Summer Pathways Resource, if available <input type="checkbox"/> Unit 1 Curriculum Expectations Review <input type="checkbox"/> Unit 2 Curriculum Expectations Review <input type="checkbox"/> Unit 3 Curriculum Expectations Review <input type="checkbox"/> Overall Curriculum Expectations Review Other <input type="checkbox"/> _____	PERSONAL PROFILE/ACHIEVEMENTS <input type="checkbox"/> A Checklist of Class/School Study Skills <input type="checkbox"/> Career Wheel Evaluation Task <input type="checkbox"/> Career Wheel Grading Checklist <input type="checkbox"/> Spending Money Throughout Life <input type="checkbox"/> MI, Multiple Intelligences – How Am I Smart? <input type="checkbox"/> <i>Who Am I?</i> Part 1 <input type="checkbox"/> <i>Who Am I?</i> Part 2 <input type="checkbox"/> Personality Dimensions®, if available <input type="checkbox"/> Other Interest and Personal Inventories <input type="checkbox"/> Interview Project Evaluation Task <input type="checkbox"/> Interview Project Rubric Other <input type="checkbox"/> _____
	REFLECTIONS/RESPONSES <input type="checkbox"/> Reflection #1 – My Personal Mission Statement <input type="checkbox"/> Reflection #2 – Imagining the Future <input type="checkbox"/> Reflection #3 – Personal Inventories <input type="checkbox"/> Reflection #4 – Compare Your Results <input type="checkbox"/> Reflection #5 – Learning Skills <p style="text-align: center;">Responses Evaluation Tasks and Charts</p> <input type="checkbox"/> Personal Achievements Response <input type="checkbox"/> Reading Response on a Career-Related Article <input type="checkbox"/> Job-Posting Response Other <input type="checkbox"/> _____