

Book C Appendices



Making the Most of Your Job

Appendices

Appendix A: Performance Checklist

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

Book C Performance Certificate

Appendix A**Book C Performance Checklist
Module 8****Student Name** _____ **Program** _____**Instructor** _____

Checkpoint	Accomplishment	Teacher Initials	Date Completed
8-1	Know how to plan ahead for a new job.		
8-2	Set goals for continuing your job search.		
8-3	Describe the important qualities for job success.		
8-4	Demonstrate effective communication skills for the workplace.		
8-5	Identify ways to cope with written communication of the job.		
8-6	Name ways to work cooperatively with coworkers and customers.		
8-7	Demonstrate an understanding of how to resolve conflicts on the job.		
8-8	Describe ways to put safety first at the workplace.		

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.		
E7	Get along with others/handle conflict.		
E8	Work collaboratively as a team member.		
E9	Understand and communicate information.		
E11	Manage people and resources.		
E17	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 C Performance Checklist
Module 9****Student Name** _____ **Program** _____**Instructor** _____

Checkpoint	Accomplishment	Teacher Initials	Date Completed
9-1	Understand and complete a W-4 form.		
9-2	Know employee benefits, and fill out an Employee Benefits application.		
9-3	Read and interpret a paycheck and paycheck stub.		
9-4	Develop a monthly budget and personal financial plan.		
9-5	Understand key worker rights and responsibilities.		
9-6	Understand how to handle discrimination in the workplace.		

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.		
E13	Manage your money.		
E15	Collect, analyze, and use information.		

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

Appendix A (continued)**Book C Performance Checklist
Module 10****Student Name** _____ **Program** _____**Instructor** _____

Checkpoint	Accomplishment	Teacher Initials	Date Completed
10-1	Identify ways to learn while on the job.		
10-2	Complete a sample employee performance evaluation.		
10-3	Describe what to do to be considered for a raise or promotion.		
10-4	Develop a plan for coping with job-related stress.		
10-5	Describe ways to leave a job well.		
10-6	Develop a plan for keeping up your job-hunting network.		

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
E3	Set goals and plan what to do next.		
E4	Learn to learn new things.		
E7	Get along with others/handle conflict.		
E14	Manage people and resources.		
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 C 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.

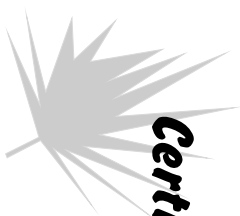
(0 = not at all, 1 = a little, 2 = some, 3 = quite a bit, 4 = very much)

	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 C

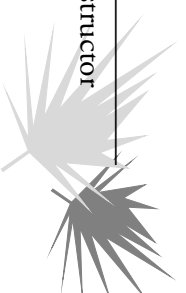


to:

Awarded at: _____ on _____



Florida Works Instructor



Florida Works

Book C Certificate of Accomplishment

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

A. UNDERSTAND AND APPLY EFFECTIVE CAREER-PLANNING

- Add in any checkpoints from Book A.
- 8-8 Describe how to put safety first in the workplace.
- 10-2 Complete a sample employee performance evaluation.
- 10-4 Develop a plan for coping with your job-related stress.

B. DEMONSTRATE EFFECTIVE JOB SEARCH SKILLS

- 8-2 Set goals for continuing job search.
- Add in any checkpoints from Book A or Book B.
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C. UNDERSTAND BASIC PRACTICES IMPORTANT FOR SUCCEEDING ON THE JOB

- 8-1 Know how to plan ahead for a new job.
- 8-3 Describe important qualities for job success.
- 8-4 Demonstrate effective communication skills in the workplace.
- 8-5 Identify ways to cope with written communication.
- 8-6 Name ways to work collaboratively with coworkers and customers.
- 8-7 Demonstrate an understanding of how to resolve conflict on the job.

F. 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.
- E-10 The ability to show leadership.
- E-11 The ability to deliver good customer service.
- E-12 The ability to manage and prioritize time.
- E-13 The ability to manage and prioritize money.
- E-14 The ability to manage people and resources.
- E-15 The ability to collect, analyze, and use information.
- E-16 The ability to make suggestions for improvements of a system, product, or service.
- E-17 The ability to understand the importance of technology in the U.S. workforce.

D. UNDERSTAND HOW TO PLAN FOR CHANGES IN EMPLOYMENT

- 10-1 Identify ways to learn while on the job.
- 10-3 Describe what to do to be considered for a raise or promotion.
- 10-5 Describe ways to leave a job well.
- 10-6 Develop a plan for keeping up your job-hunting network.

E. UNDERSTAND HOW TO MAKE THE MOST OF WAGES BENEFITS, AND EMPLOYEE ORGANIZATIONS

- 9-1 Understand and complete a W-4 form.
- 9-2 Know employee benefits and fill out an Employee Benefits application.
- 9-3 Read and interpret a paycheck and pay check stub.
- 9-4 Develop a monthly household budget and personal finance plan.
- 9-5 Understand and discuss employee rights and responsibilities.
- 9-6 Describe how employees can handle discrimination at work.