Checklist of Experience

The student will examine personal traits needed for job success in a variety of jobs.

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<th>Related Subject</th>
<th>Grade Level</th>
<th>Concept</th>
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<td>Careers</td>
<td>9-10</td>
<td>Decision Making</td>
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<th>Related Occupations</th>
<th>Type of Activity</th>
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<td>Career Placement Personnel</td>
<td>Individual and Group Discussion</td>
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National Career Development Guidelines
Use a process of decision-making as one component of career development (CM2)

Materials/Supplies
"A Checklist of Experiences" worksheet, pen/ pencil, Oklahoma Career Information System, resource materials for research (information obtained from previous occupation research may be used)

Activity
- Students will indicate on a checklist an extensive variety of work-related activities and experiences, which they have had, and they will use the checklist to make a list of occupations, which require the work-related activities or experiences.

- Distribute "A Checklist of Experiences" worksheet to students.

- Discuss with students work-related activities and experiences.

- Have students complete the checklist.

- Have each student research an occupation and list skills they could acquire to prepare him or her for this occupation.

- Discuss in class how skills learned can be transferred to job experience and how those skills are an asset when applying for a job.

Evaluation
Students will have identified activities and experiences which helped them develop skills they will use on the job. Students will be evaluated by their ability to relate the skills learned to specific occupations.
A Checklist of Experiences

Name: ________________________________

Mark with an "X" activities you have done or experiences you have had once or twice. Write an "MX" if you have done this many times.

My Work-Related Activities

Home

- __________ yard work
- __________ repaired furniture
- __________ took care of sick or elderly people
- __________ worked out my own budget
- __________ decorated my room
- __________ changed car or bike tire
- __________ read newspaper and magazines of interest
- __________ helped sell things at a garage sale
- __________ raised animals to be sold
- __________ trained a pet
- __________ collected and studied things like rocks, insects, shells
- __________ sorted mail
- __________ replaced burned-out fuses
- __________ shoveled snow
- __________ repaired a toy

School

- __________ helped a teacher
- __________ assisted in an office
- __________ wrote for school paper
- __________ sold magazines, candy
- __________ ran for school office
- __________ sold tickets for school activity
- __________ made announcements over PA system
- __________ operated projection or video equipment
- __________ "surfed the Web" for research
- __________ helped construct a float or sets for play
- __________ encouraged others to join a group
- __________ participated in club or sport
Neighborhood and Community

_______ instructed others in games
_______ took care of neighbor’s houseplants/pets
_______ handed out advertising or political notices
_______ worked on neighborhood improvement project
_______ visited an older person to cheer him/her
_______ playground supervisor
_______ assistant coach
_______ hospital volunteer
_______ assistant scout leader
_______ attended a symphony or concert
_______ participated in scouts or 4-H

Church

_______ sang in choir
_______ planned a church event
_______ worked in service group
_______ helped with instruction/services

Occupational

_______ newspaper route
_______ babysitting
_______ lawn or yard care
_______ snow removal
_______ car washing
_______ office work
_______ clerk in store
_______ stockperson
_______ bagged groceries
_______ lifeguard

Other Experiences

________________________________________________________________________
________________________________________________________________________