



EXTENDED APPLICATION GRADUATION REQUIREMENTS

- Complete your **CAREER RELATED LEARNING EXPERIENCE (CRLE):**

Listen to a Guest Speaker

or

Complete a Job Shadow (1-3 hours at host's place of employment)

- Complete **CRLE SURVEY & REFLECTION** in Naviance

(Log-in>About Me Tab>CRLE Survey & Reflection)- Survey is on left side

- Build or Update a **RESUME** in Naviance

Build Resume (Log-In>About Me Tab>Interesting Things About Me>Resume)

Or

Upload an existing resume (Log In>About Me Tab>Interesting Things About Me>Journal>Add New Entry>Attach File)

- **EMAIL YOUR COUNSELOR** when complete

Last names A-K

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Last names L-Z

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CAREER RELATED LEARNING EXPERIENCE SURVEY & REFLECTION

STUDENT NAME: _____

CAREER INTEREST: _____

CRLE: _____ GUEST SPEAKER or _____ JOB SHADOW

DATE OF CRLE: _____

NAME OF SPEAKER/PERSON SHADOWED: _____

PROFESSION OF SPEAKER/PERSON SHADOWED: _____

Please complete the following CRLE Survey & Reflection. Write the responses in the space provided and update the answers in Naviance (*Log-In>About Me Tab>CRLE Survey & Reflection*).

1. How would you describe a typical day at work?

2. What type of skills, training, and/or education is needed to enter your career field?

3. What are your responsibilities at work?

4. What do you enjoy most about your career?

5. What is the biggest struggle or obstacle in your career?

6. How has technology impacted your career?

7. What advice would you give a high school student interested in your profession?

8. On a scale of 1 to 5 (1= not important, 5=extremely important), please rate the importance of the following work performance skills:

	1	2	3	4	5
<u>PERSONAL MANAGEMENT</u>					
Planning, organizing, and completing assigned tasks on time					
Performing quality work					
Maintaining regular attendance & being on time					
Identifying tasks that need to be done and initiating action to complete them					
Taking responsibility for decisions and actions					
Demonstrating appropriate dress, appearance and personal hygiene					
Explaining and following workplace health and safety practices					
Beginning work promptly and staying on task					
Working independently					
Having a positive attitude; demonstrating interest in your work					
Following security procedures and ethical practices					
<u>DECISION MAKING & PROBLEM SOLVING</u>					
Identifying problems and locating information that may lead to solutions					
Identifying multiple alternative solutions to solve problems					
Developing a plan to implement the selected course of action					
<u>COMMUNICATION</u>					
Processing and conveying information using traditional and technological tools					
Listening attentively and following verbal and written instructions					
Giving and receiving feedback and constructive criticism in a positive manner					
Speaking clearly, accurately, and in a manner appropriate for the intended audience					
Asking appropriate questions when unclear about instructions or assignments					
<u>TEAMWORK</u>					
Understanding the value of working with others					
Identifying different roles within teams and the importance of each					
Knowing how to compromise and come to an agreement					
Maintaining appropriate interactions with colleagues					
Working well with individuals from diverse backgrounds; respecting diversity					
Fulfilling your responsibilities as part of a team					

STUDENT REFLECTION

1. Summarize your CRLE.

2. Did you enjoy the guest speaker/job shadow? Explain.

3. What specific thing did you learn that might help you in planning your future?

4. Would you consider a career in this field? Why or why not?
