

Employability, Unpacked Standards

Indicator # E 1: Evaluate positive work behaviors and personal qualities		
Level 1: Recall	E 1.1 Identify personal qualities, aptitudes, skills, and values (personal and work)	
Level 2: Skill/Concept	E 1.2 Identify and demonstrate positive work qualities	
Level 3: Strategic Thinking	E 1.3 Analyze appropriate self-management skills as related to specific work environments	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> ● Soft skills ● Students' personal qualities, aptitudes, skills, and values ● Self-regulation techniques 	<ul style="list-style-type: none"> ● How personal strengths and weaknesses affect work behaviors ● Personal biases affect work performance ● Behavior affects workplace relationships and ability for advancement ● Personal values affect employment decisions 	<ul style="list-style-type: none"> ● Identify personal qualities, aptitudes, and biases through self-assessments ● Demonstrate ethical decision-making and social responsibility (example: case studies, scenarios, role play) ● Exhibit self-management
Industry Connections		
<ul style="list-style-type: none"> ● Be aware of the policies, procedures, and laws. ● No matter what you do after high school, you need soft skills to be successful. ● Understand the importance of resume building, networking, and interview skills to obtain employment. ● Professional communication and proper etiquette are the key for workplace. 		
Academic Standards Alignment		
6-8.RST.2 Determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions.		
9-10.WHST.9 Draw relevant evidence from informational and/or literary fiction or non-fiction texts to support analysis, reflection, and research.		

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Indicator # E 2: Demonstrate skills to successfully seek and obtain employment		
Level 2: Skill/Concept	E 2.1 Identify employment opportunities	
Level 3: Strategic Thinking	E 2.2 Create professional employment documents	
Level 4: Extended Thinking	E 2.3 Demonstrate effective interview skills for employment	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> • How to identify employment opportunities • Professional employment documents • Interview skills • Networking skills 	<ul style="list-style-type: none"> • Appropriate interview behavior and attire • Importance of error-free employment documents • The role of the pre-screening (criminal background check, credit check, drug testing, etc.) • Personal decisions can impact employment • The role of networking in employment • Importance of researching the employer before the interview • Importance of following employment application directions & process 	<ul style="list-style-type: none"> • Demonstrate how to conduct a job search • Create relevant employment documents <ul style="list-style-type: none"> ○ Job applications, resume, cover letter, reference lists, follow-up letters, etc. (digital and written) • Demonstrate appropriate interview skills and attire <ul style="list-style-type: none"> ○ Prepare relevant questions for the employer ○ Provide appropriate non-verbal communication ○ Display appropriate behaviors to all employed staff and interview candidates • Compare personal strengths and weaknesses to a job description • Develop a positive social media presence • Respond to behavioral based interview styles (how to respond to situations using specific examples)
Industry Connections		
<ul style="list-style-type: none"> • Be aware of the policies, procedures, and laws. • No matter what you do after high school, you need soft skills to be successful. • Be aware of skills and training necessary for workplace advancement. • Understand the importance of resume building, networking, and interview skills to obtain employment. • Professional communication and proper etiquette are the key for workplace. 		

Academic Standards Alignment

9-10.WHST.4 Produce clear and coherent writing in which the development, organization, and style and tone are appropriate to task, purpose, and audience.

9-10.WHST.5 Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.

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Indicator # E 3: Demonstrate effective workplace communication		
Level 4: Extended Thinking		E 3.1 Demonstrate effective and appropriate communication in the workplace using various methods
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> Verbal, non-verbal, and written communication strategies 	<ul style="list-style-type: none"> The importance of using appropriate communication in the workplace The importance of non-verbal communication differences regionally, culturally, and interpersonally (example: eye contact, clothing, gestures, facial expressions, body language, tone/volume of voice) 	<ul style="list-style-type: none"> Demonstrate writing appropriate texts, private messages, emails, and letters Exhibit phone etiquette Demonstrate non-verbal communication
Industry Connections		
<ul style="list-style-type: none"> No matter what you do after high school, you need soft skills to be successful. Be aware of skills and training necessary for workplace advancement. Understand the importance of resume building, networking, and interview skills to obtain employment. Professional communication and proper etiquette are the key for workplace. 		
Academic Standards Alignment		
<p>9-10.WHST.4 Produce clear and coherent writing in which the development, organization, and style and tone are appropriate to task, purpose, and audience.</p> <p>9-10.WHST.5 Develop and strengthen writing as needed by planning, revising, editing, rewriting, or trying a new approach, focusing on addressing what is most significant for a specific purpose and audience.</p>		

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Indicator # E 4: Explore workplace responsibilities		
Level 2: Skill/Concept	E 4.1 Research employers' rights and responsibilities	
Level 2: Skill/Concept	E 4.2 Understand employee rights and responsibilities	
Level 4: Extended Thinking	E 4.3 Display behaviors needed to maintain employment	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> ● General employer expectations and responsibilities ● General employee expectations and responsibilities* <ul style="list-style-type: none"> ○ Equal Employment Opportunity Commission ○ Americans with Disabilities Act ○ Fair Labor Standards Act ○ Department of Labor resources 	<ul style="list-style-type: none"> ● The responsibilities and expectations of employers ● How employee work performance affects the business ● Employees' legal rights and responsibilities ● Appropriate workplace relationships ● Appropriate job exiting ● Accountability, responsibility, time management, communication, initiative, appearance, interpersonal skills, etc. ● The importance of using an employer handbook 	<ul style="list-style-type: none"> ● Locate resources for employee and employer rights and responsibilities ● Demonstrate appropriate workplace behaviors
Industry Connections		
<ul style="list-style-type: none"> ● Be aware of the policies, procedures, and laws. ● No matter what you do after high school, you need soft skills to be successful. ● Be aware of skills and training necessary for workplace advancement. ● Professional communication and proper etiquette are the key for workplace. 		
Academic Standards Alignment		
<p>6-8.RST.2 Determine the central ideas or conclusions of a text; provide an accurate summary of the text distinct from prior knowledge or opinions.</p> <p>9-10.WHST.9 Draw relevant evidence from informational and/or literary fiction or non-fiction texts to support analysis, reflection, and research.</p> <p>9-10.WHST.7 Conduct short as well as more sustained research projects to answer a question (including a self-generated question) or solve a problem; narrow or broaden the inquiry when appropriate; synthesize multiple sources on the subject, demonstrating understanding of the subject under investigation</p>		
<ul style="list-style-type: none"> ● *SD Dept. of Labor & Regulation or a local human resources representative may be able to help present on general employee expectations and responsibilities 		

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Indicator # E 5: Make connections between employment options and training requirements		
Level 2: Skill/Concept	E 5.1 Develop a post high school plan aligned to individual abilities, goals and values	
Level 4: Extended Thinking	E 5.2 Apply employability concepts through experiential learning	
Knowledge	Understanding	Skills
<ul style="list-style-type: none"> ● Educational & training options and requirements for employment goals ● Individual abilities, goals, and values ● Experiential learning opportunities 	<ul style="list-style-type: none"> ● The process to enter post high school opportunities (education, apprenticeships, military, on-the-job training, etc.) ● Employment opportunities may be increased through experiential learning experiences, participation in student organizations, or by earning industry-recognized credentials 	<ul style="list-style-type: none"> ● Develop a post high school plan ● Research postsecondary opportunities <ul style="list-style-type: none"> ○ SDMyLife ● Apply employability concepts through experiential learning experiences (job shadow, internship, volunteer experience, service learning, interviews, etc.)
Industry Connections		
<ul style="list-style-type: none"> ● No matter what you do after high school, you need soft skills to be successful. ● Be aware of skills and training necessary for workplace advancement. ● Understand the importance of resume building, networking, and interview skills to obtain employment. ● Professional communication and proper etiquette are the key for workplace. 		
Academic Standards Alignment		
<p>9-10.WHST.9 Draw relevant evidence from informational and/or literary fiction or non-fiction texts to support analysis, reflection, and research.</p> <p>9-10.WHST.8 Gather relevant information from multiple authoritative print and digital sources, using advanced searches effectively; assess the usefulness of each source in answering the research question; integrate information into the text selectively to maintain the flow of ideas, avoiding plagiarism and following a standard format for citation.</p> <p>9-10.RST.8 Assess the extent to which the reasoning and evidence in a text support the author’s claim or a recommendation for solving a scientific or technical problem</p>		