

| <b>Careers II Correlation with TEKS General Employability Skills</b>   |   |   |                                |
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|  | <b>Student Text</b>   | <b>Student Practice Book</b>  | <b>Activities and Projects</b> |
| Knowledge and skills.  |   |   |                                |
| (1) The student demonstrates general employability skills by maintaining basic requirements of personal health, hygiene, and grooming. The student is expected to:   |   |   |                                |
| (A) evaluate the importance of grooming, hygiene, and appearance in personal and professional settings;  | 61, 88, 89, 115, 116, 117, 118, 120, 151, 182   | 61, 88, 89, 115, 116, 117, 118, 120, 151, 182   | 1, 6, 12, 24, 30, 36           |
| (B) select and maintain clothing to maximize appearance for a variety of possible employment experiences; and  | 61, 88, 89, 115, 116, 117, 118, 120, 151, 182   | 61, 88, 89, 115, 116, 117, 118, 120, 151, 182   | 1, 6, 12, 24, 30, 36           |
| (C) evaluate the effects of a balanced diet on health, appearance, and effective job performance.  | 69, 103, 184  | 69, 103, 184  | 1, 6, 12, 24, 30, 36           |
| (2) The student demonstrates social interaction skills necessary for personal and career success. The student is expected to:  |   |   |                                |
| (A) demonstrate conventional social behaviors when interacting with peers and adults in work-based scenarios by:<br>(i) using appropriate greetings;<br>(ii) saying please and thank you;<br>(iii) giving and receiving compliments;<br>(iv) giving and receiving apologies;<br>(v) accepting consequences for actions and learning from mistakes;<br>(vi) differentiating between interactions at work and outside of work;<br>(vii) accepting feedback concerning various job behaviors; and | 29, 47, 51, 52, 61, 81, 86, 89, 92, 93, 115, 116, 117, 118, 120, 151, 180, 182, 183   | 29, 47, 51, 52, 61, 81, 86, 89, 92, 93, 115, 116, 117, 118, 120, 151, 180, 182, 183   | 1, 6, 12, 24, 30, 36           |
| (B) practice social skills in work-based scenarios by:<br>(i) working effectively under different styles of supervision;<br>(ii) working cooperatively as a member of a team;<br>(iii) working effectively with people who have different personalities;<br>(iv) helping others when asked or without being asked; and<br>(v) demonstrating appropriate interactions with authority figures.   | 27, 28, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 93, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 164, 175, 179, 180, 181, 182 | 27, 28, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 93, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 164, 175, 179, 180, 181, 182 | 1, 6, 12, 24, 30, 36           |

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| (3) The student demonstrates personal characteristics that will result in success in the workplace. The student is expected to: |   |   | 1, 6, 12, 24, 30, 36 |
| (A) apply effective management skills, such as time management and organization, to facilitate task completion;                 | 27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182                | 27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182                | 1, 6, 12, 24, 30, 36 |
| (B) use specific verbal and written language to communicate needs and ideas;  | 27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182   | 27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182   | 1, 6, 12, 24, 30, 36 |
| (C) apply problem-solving strategies for effective decision making;   | 27, 40, 47, 51, 52, 58, 85, 89, 103, 120, 151, 182  | 27, 40, 47, 51, 52, 58, 85, 89, 103, 120, 151, 182  | 1, 6, 12, 24, 30, 36 |
| (D) practice strategies for negotiation and conflict resolution;  | 27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182 | 27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 101, 102, 103, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182 | 1, 6, 12, 24, 30, 36 |
| (E) demonstrate effective communication skills including verbal, non-verbal, written, and electronic;                           | 27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182   | 27, 28, 45, 47, 51, 52, 58, 61, 89, 103, 113, 115, 116, 117, 118, 120, 151, 182   | 1, 6, 12, 24, 30, 36 |
| (F) set long-term goals and short-term objectives for personal growth; and  | 17, 27, 29, 44, 58, 86, 89, 97, 98, 102, 103, 104, 116, 120, 121, 123, 124, 135, 138, 151, 168, 169, 172, 177, 180, 182, 183, 186                       | 17, 27, 29, 44, 58, 86, 89, 97, 98, 102, 103, 104, 116, 120, 121, 123, 124, 135, 138, 151, 168, 169, 172, 177, 180, 182, 183, 186                       | 0                    |
| (G) apply stress management techniques.   | 101, 103, 115, 116, 117, 118, 122, 183, 184   | 101, 103, 115, 116, 117, 118, 122, 183, 184   | 0                    |
| (4) The student demonstrates employability skills for success in a variety of job settings. The student is expected to:         |   |   |                      |

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| (A) evaluate interests, abilities, values, and work environment preferences related to career choices;  | 4, 6, 10, 11, 16, 18, 19, 26, 29, 33, 34, 35, 37, 43, 45, 46, 47, 48, 49, 50, 54, 55, 56, 57, 101, 102, 103, 104, 122, 124, 126, 183, 184, 185, 186 | 4, 6, 10, 11, 16, 18, 19, 26, 29, 33, 34, 35, 37, 43, 45, 46, 47, 48, 49, 50, 54, 55, 56, 57, 101, 102, 103, 104, 122, 124, 126, 183, 184, 185, 186 | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36 |
| (B) identify expectations of employers such as having a positive attitude, self-reliance, staying on task, being punctual, and displaying initiative; | 28, 46, 51, 58, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 93, 151, 164, 175                               | 28, 46, 51, 58, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 93, 151, 164, 175                               | 12, 16  |
| (C) set long-term goals, short-term objectives, and develop action plans related to professional growth;  | 27, 29, 44, 58, 86, 89, 97, 98, 103, 104, 112, 120, 121, 124, 135, 151, 168, 172, 180, 182, 183, 186  | 27, 29, 44, 58, 86, 89, 97, 98, 103, 104, 112, 120, 121, 124, 135, 151, 168, 172, 180, 182, 183, 186  | 12, 19  |
| (D) exhibit general employability skills such as regular attendance, team member contributions, and timely task completion;                           | 27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182            | 27, 46, 47, 48, 49, 50, 51, 52, 58, 69, 70, 73, 74, 79, 80, 81, 89, 106, 112, 113, 114, 115, 116, 117, 118, 120, 151, 179, 180, 181, 182            | 6, 12, 18, 24, 30, 36   |
| (E) practice the development of positive interpersonal skills in the workplace through role-play; and   | 101, 102, 103, 184  | 101, 102, 103, 184  | 12  |
| (F) demonstrate appropriate self-advocacy skills.   | 152   | 152   | 0   |
| (5) The student explores the Career Clusters as defined by the U.S. Department of Education. The student is expected to:                              |   |   |   |
| (A) identify at least two Career Clusters that correlate to the results of career interest and aptitude assessments;                                  | 29  | 0   | 0   |

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| <p>(B) conduct in-depth studies of one or more Career Clusters of interest to determine career opportunities in that cluster;</p>                               | <p>8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 29, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p> | <p>8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 29, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p> | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36</p> |
| <p>(C) analyze employability skills found in employment advertisements and databases such as Help Wanted Online in the individual career areas of interest;</p> | <p>7, 30</p>  | <p>7, 30</p>  | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36</p> |
| <p>(D) present an analysis of employability skill findings related to personal career interests;</p>  | <p>8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p>     | <p>8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p>     | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36</p> |

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| <p>(E) research and present on current topics in employability skills using human resources publications and other sources of scholarly and professional material;</p>                     | <p>7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p> | <p>7, 8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p> | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36</p> |
| <p>(F) identify academic and technical high school courses related to career choices of interest to the student;</p>   | <p>97, 98, 99, 162, 163</p>  | <p>97, 98, 99, 162, 163</p>  | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36</p> |
| <p>(G) compare the educational requirements for careers of personal interest; and</p>  | <p>8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p>    | <p>8, 9, 10, 13, 14, 15, 16, 17, 18, 19, 20, 21, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181</p>    | <p>1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36</p> |
| <p>(H) create and present an individualized plan of study for at least one career, including the results of personal, financial, and career planning resources, such as Reality Check.</p> | <p>97, 99</p>  | <p>97, 99</p>  | <p>12, 19</p>  |

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| (6) The student explores topics related to job searches and interviews. The student is expected to:  |  |  |   |
| (A) experiment with the various modes by which a thorough job search can be conducted;   | 16, 28, 44, 61, 62, 121, 122, 123, 124, 131, 165, 166, 182 | 16, 28, 44, 61, 62, 121, 122, 123, 124, 131, 165, 166, 182 | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36 |
| (B) identify the different types of employment interviews that are possible;   | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 12, 24  |
| (C) practice possible answers to anticipated questions asked at interviews;  | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 12, 24  |
| (D) demonstrate understanding of the components of interviews including before, during, and after the interview, such as preparation/research, initial interview questions, employers' expectations, and listening and responding; and | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 12, 24  |
| (E) engage in successful interview strategies through various activities, such as role playing, practice interviews, demonstrations, and evaluations of sample interview case studies.   | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 44, 61, 62, 121, 122, 123, 124, 165, 166, 182              | 12, 24, 25  |
| (7) The student demonstrates an understanding of the transition to new employment. The student is expected to:   |  |  |   |
| (A) describe the purpose and importance of new employee orientation;   | 84   | 84   | 0   |
| (B) describe how group initiation may occur in the workplace;  | 84   | 84   | 0   |
| (C) discuss employee benefits, such as pay and health insurance  | 100  | 100  | 21  |
| (D) explain the purpose of a new employee introductory period;   | 84   | 84   | 0   |
| (E) describe the need to understand jargon, language, and vocabulary particular to a position;   | 100  | 100  | 16  |

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| (F) research the kinds of policies and procedures typically found in a workplace;  | 58, 74, 75, 76, 77, 89, 100, 109, 114, 120, 151, 162, 183   | 58, 74, 75, 76, 77, 89, 100, 109, 114, 120, 151, 162, 183   | 6, 12, 18, 24, 30, 36   |
| (G) interpret organizational charts;   | 13  | 13  | 21  |
| (H) compare various work styles and settings such as working alone versus working collaboratively; working indoors versus working outdoors; or being a team lead versus a team member; | 4, 6, 10, 11, 16, 18, 19, 26, 29, 33, 34, 35, 37, 43, 44, 45, 46, 47, 48, 49, 50, 54, 55, 56, 57, 101, 102, 103, 104, 122, 124, 126, 183, 184, 185, 186 | 4, 6, 10, 11, 16, 18, 19, 26, 29, 33, 34, 35, 37, 43, 44, 45, 46, 47, 48, 49, 50, 54, 55, 56, 57, 101, 102, 103, 104, 122, 124, 126, 183, 184, 185, 186 | 25  |
| (I) define and explain the various emotions that may accompany new or initial employment, such as feeling overwhelmed, lonely, anxious, dependent, excited, and/or motivated; and      | 100   | 100   | 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36 |
| (J) research and present on various topics related to work/life balance.   | 132, 133, 134, 135, 183, 184, 185, 186  | 132, 133, 134, 135, 183, 184, 185, 186  | 0   |