

Workforce Preparation

- Create a professional email address
- Build your skills
 - Career Technical Education Courses offered at your HS
 - Gain Work Experience – part-time/full-time summer job
- [Volunteer experience](#)

Professional Skills employers are looking for:

- Professionalism: dress, punctuality, reliability, organization, accountability, dedication, humility & integrity
- Ability to work successfully in a team environment
- Strong communicator
- Microsoft Office skills (Word, Excel, PowerPoint, etc.)
- Google Suite (Docs, Sheets, Slides, etc.)
- Fast and accurate typing skills
- Email competence
- Internet and web-based skills – effective data research, acquire new skills from online tutorials, familiarity and management of social media, website design/updating, etc.
- Business Writing – ability to write emails, reports, documents
- Ability to upload and save files/documents to computer
- Video Conferencing – ability to use Zoom, MS Teams, etc.
- Able to use, update, manage a digital calendar
- Create a resume of paid and unpaid work
- Learn how to write a personal Cover Letter to include with resume
- Prepare for Interviews
- Exploration/learning opportunities
 - Job shadow & Informational interviews
 - Informational interviews
 - CTE classes
- Task Management/ability to multitask
- Driver's License w/ car insurance (OR Reliable form of public transportation)

Certifications

- First Aid/CPR
- National Career Readiness Certificate (NCRC)/ Work Keys
- OSHA 10- if career in trades is desired
- Other Certifications

Additional Training Often necessary for Career Tech Education/Professional jobs

- College Level Courses

Budgeting/Financial Planning

- Create a Budget
- Housing Plan
- Open Checking/Savings Account
- Understand Credit card debt/responsibility
- Medical Insurance
- Savings/Retirement

Community College/vocational training/trades programs

- Community Colleges – CTE Pathways
- List 17 OR community Colleges/Types of CTE/hands-on programs – train for career-based learning
- Career Technical Training Centers/Pre-Apprenticeship Programs
- Job Corp
- [AmeriCorps](#)
- [Military](#)

Apprenticeships

Apprenticeship's unique combination of classroom training and on-the-job experience means that individuals who participate in apprenticeship programs can quickly enter their desired career ready to succeed.

Preparation:

- Explore types of Apprenticeships
- Grades matter
- Work experiences demonstrate interest
- CTE related coursework in HS – get a head start
- [ASPIRE Apprenticeships](#) page
- BOLI Oregon Apprenticeship Opportunities: [Link](#)

Career Technical Training Grade Level Checklists

9th Grade

- ☐ Explore CTE Courses: Take a variety of to see what you enjoy
- ☐ Math, Science, and Technology courses are necessary in trades/apprenticeship programs – do your best
- ☐ Learn to type – build speed and accuracy
- ☐ Build your computer skills: web-based knowledge, computer programs (MS Office/Google Suites)
- ☐ Start building your experience: volunteer/part-time work (consider looking for opportunities in a field of interest)

10th Grade

- ☐ Work on your time management and multi-tasking skills
- ☐ Punctuality and staying on top of your classwork can build good habits that will cross over into being a strong worker
- ☐ Explore careers – start researching careers of interest
 - How much education is required? Is there an [apprenticeship](#) opportunity?
 - What is the annual salary?
 - What skills are important to develop to be successful in this line of work?
- ☐ Attend college/career fairs
- ☐ Informational Interviews/Job Shadow Opportunities are great ways to learn more about careers
- ☐ Get your Driver's Learning Permit/ consider taking Driver's Ed
- ☐ Attend summer camps and explore interests

11th Grade

- ☐ Create a professional email address – to use on college/employment applications and resumes
- ☐ Take the [ASVAB Test](#) – A well-respected career aptitude test to determine strengths and potential success in careers.
- ☐ Take the [Myers-Briggs Personality Assessment](#) – Helps determine what types of careers and occupations are most suitable for your personality type
- ☐ Get your driver's license (many careers/trades/apprenticeships require employees to have a valid driver's license)
- ☐ Narrow down your top career interests – start exploring specific pathways to enter the field
- ☐ Continue to build your work experience – employment/volunteer
- ☐ Create an activities chart and/or begin your resume
- ☐ Plan experiences for the summer -- paid work, internship, job shadow, volunteer
- ☐ Keep developing professional skills – If offered at your HS, consider taking:
 - Business course
 - Computer skills/Programming class
 - Communication course

12th Grade

- ☐ Visit Career Technical Trade Schools/Community colleges with programs that interest you
- ☐ Continue to build your work experience – employment/volunteer
- ☐ Participate in Career/Industry fairs – come prepared, dress professionally, & bring copies of your resume
- ☐ Launch pathway options for college and career:
 - Apply to college/technical programs
 - Apply for Financial Aid: FAFSA/ORSAA
 - Apply for the Oregon Promise Grant (students with 2.0+ GPA – by the end of SR year)
 - Apply for the OSAC Scholarship & other local scholarships – available for university, community college, trade schools, etc.
- ☐ Interview preparation/Mock interview opportunities
- ☐ Finalize your resume, ask others to review it
- ☐ Finish your high school/GED career and celebrate your successes