

— EDUCATOR'S GUIDE —**PURPOSE OF THE CAREER GUIDANCE MASTER MENU**

To provide educators with a user's guide and a broad menu of reproducible career guidance masters to use 1) in assisting students with career assessment, career exploration, career planning, career entry; 2) in assisting students with related program development; 3) in reviewing students' continued progress and needs in preparing for — and in transitioning to — future training and/or employment.

TARGET POPULATION

Students in grades 6 to 12 in mainstream and special education programs. The materials in this menu may be used with individuals and/or with groups.

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EDUCATOR USERS OF THE MASTER MENU

Guidance Counselors	Career Exploration Teachers
Transition Coordinators	Work-Experience Coordinators
Special Educators	Career Development Facilitators

THE MASTER MENU IS REPRODUCIBLE FOR IN-HOUSE USE BY PURCHASER

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**The Career Guidance Master Menu
is published by Learner/Worker Career Products**

EDUCATOR'S QUICK REFERENCE

M-1. Educator's Guide

Use to preview the uses of the individual guidance masters included in this Master Menu. Select what you need — when you need it — for effective career guidance.

Use masters 2 through 7 for basic career guidance with all students.

M-2. Career Development — Student Self-Report (assessment by student)

Use to quickly survey key career factors and at-home educational resources of all students in grades 6 to 12. Use to identify specific guidance needs of students.

M-3. Educational Input by Parents (assessment by parents or guardians)

Use to determine the level of awareness, influence, and support that parents or guardians have in the student's career development.

M-4. Career Guidance Interview

Use to review with the student her or his career interests, career related skills, career related behaviors, and current educational program.

M-5. Career Guidance Notes

Use this form to record career guidance contacts with the student.

M-6. Occupational Explorer

Use to help the student gather essential information about specific occupational interests.

M-7. Student Career Planner

Use to help the student plot a sequential career path and related educational program.

Use masters 8 through 15 for additional assessments — as needed.

M-8. Preferred Learning Activities (assessment by student)

Use to identify the kinds of learning activities that the student may respond to more positively and successfully.

M-9. Work Behaviors Assessment (assessment by student and/or educator)

Use to evaluate the student's development of positive work behaviors in the classroom or on the job.

M-10. Preferred Interest Areas (assessment by student)

Use to identify the student's level of interest in twelve basic occupational clusters — and to relate these clusters to the student's main career or job interest.

M-11. Preferred Work Activities (assessment by student)

Use to identify the student's level of interest in a variety of work activities — and to relate these work activities to the student's main career or job interest.

EDUCATOR'S QUICK REFERENCE

M-12. Preferred Work Characteristics (assessment by student)

Use to identify the student's level of interest in a variety of work characteristics — and to relate these work characteristics to the student's main career or job interest.

M-13. Preferred Entry-Level Jobs (assessment by student)

Use to identify the student's level of interest in some basic entry-level jobs.

M-14. Basic Skills Assessment (assessment by student and/or educator)

Use to evaluate the student's basic academic, physical, and communication skills — and to relate these skills to the student's main career or job interest.

M-15. Vocational Aptitudes Assessment (assessment by student and/or educator)

Use to evaluate the student's level of performance in eleven basic aptitudes — and to relate these aptitudes to the student's main career or job interest.

Use masters 16 to 18 to introduce students to the job market.

M-16. Job Search Mini Guide

Use for a brief introduction to the job search process.

M-17. Job Rater–Selector

Use to help students evaluate and select jobs based on important job factors.

M-18. Work Experience Record

Use to record and evaluate the work experiences of students — in or out of school.

Use masters 19 and 20 to manage career development information.

M-19. Career Development Tracker

For use by educator in recording and tracking a student's career development progress and needs in grades 6 through 12 and beyond.

M-20. Career Portfolio

For use by student in collecting and recording important career related materials for ready reference — and periodic review — in the career development process.

Create student career portfolios by copying this master on the outside of a folder or 9" x 12" envelope — or by copying this master on card stock to keep inside a folder or 9" x 12" envelope.

SOME SPECIAL FEATURES OF THE CAREER GUIDANCE MASTER MENU

- The Master Menu *meets most recommendations* for career assessment, career exploration, career planning, career entry, and career tracking.
- These guidance masters are *brief, easy to use*, and easy to understand. They can easily be read to students with reading deficits and/or adapted for students with special needs, when necessary.
- These guidance masters *can be used singly or in combination* to meet the guidance needs of students at various stages of their career development.
- For greater guidance staff productivity, these guidance masters *can be used in groups* and then followed up in individual sessions, when needed.
- These guidance masters are high resolution PDF files — so they can be printed when needed. The guidance masters have a wide left margin so copies may be punched for a three-ring binder.

IMPORTANT CAREER GUIDANCE ACTIVITIES

Career Counseling: a) Meet with the student annually, or more often if needed, to jointly review the student's progress and needs in preparing for — and in transitioning to — future training and/or employment; b) provide for whatever career assessments may be needed to identify the student's interests, aptitudes, special needs, etc.; c) at times, special accommodations and support services may need to be arranged so that the student with a disability can benefit from recommended courses or work experiences (grades 6 to 12+).

Career Exploration: Help the student explore the world of work, including the requirements and opportunities for a variety of occupations (occupational videos, speakers, visits to work sites, review of training opportunities in high school and post-high school, visits to training facilities, etc.) (grades 6 to 12+).

Career Focus: Help the student decide on a high school sequence that is compatible with the student's interests, aptitudes, and future opportunities for training and/or employment (prior to grade 10).

Career Enhancement: Help the student access courses and units of study basic to the world of work. Examples: keyboarding and computer use, introduction to technology, personal money management, independent living skills, job search skills, work experience program, etc. (grades 6 to 12+).

Career Entry: Help the student connect to appropriate post-high school training and/or employment, and to relevant support services (grades 11 and 12 and beyond).

The Career Guidance Master Menu was developed for Learner/Worker Career Products by Dale W. Freeman, who has served as a National Certified Career Counselor and a Certified Special Educator. These transition materials were developed in consultation with educators, students, and parents.

Learner/Worker Career Products, established in 1991, is a leader in the development and marketing of practical, inexpensive, and reproducible career guidance products for use with students in mainstream and special education programs — grades 6 to 12.

**If you have any questions or would like more information,
please visit LearnerWorker.com**