

# Career Planning

UNIT/ Weeks	Timeline/Topics	Essential Questions
8	Self-Assessment <ul style="list-style-type: none"> <li>• Developing a Career Plan</li> <li>• Identifying Career Interests, Qualifications, Abilities and Skills</li> </ul>	<ul style="list-style-type: none"> <li>• What tools can be used to develop a personal career plan?</li> <li>• Where would you go to research job choices?</li> </ul>
6	Job Search <ul style="list-style-type: none"> <li>• Job Leads</li> <li>• Want Ads</li> <li>• Job Fairs</li> <li>• Placement Services</li> <li>• Personal Networking</li> <li>• Civic Work</li> <li>• Internet Resources</li> </ul>	<ul style="list-style-type: none"> <li>• What sources could you use to find a job?</li> <li>• Can all job searching can be done using the Internet?</li> </ul>
8	Job Application Process <ul style="list-style-type: none"> <li>• Completing Applications</li> <li>• Writing a Resume and Cover Letter</li> </ul>	<ul style="list-style-type: none"> <li>• What are some of the important points to include in a resume?</li> <li>• What is the purpose of a resume?</li> </ul>
6	Job Interview Process <ul style="list-style-type: none"> <li>• Preparing for Job Interviews</li> </ul>	<ul style="list-style-type: none"> <li>• How do you prepare for a job interview?</li> <li>• What are some points to remember after the job interview?</li> </ul>
8	Employment <ul style="list-style-type: none"> <li>• New Jersey Anti-Discrimination Laws</li> <li>• Job Performance</li> <li>• Leaving a Job</li> </ul>	<ul style="list-style-type: none"> <li>• What is the correct method to leave a job?</li> <li>• How would you handle discrimination on the job?</li> </ul>