**Student Checklist for Employment Readiness 1**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

☹ = Hard, 😐 = So-so, ☺ = Easy

| **Benchmark** |  |
| --- | --- |
| 1. I can add money. | ☹ 😐 ☺ |
| 2. I can make change. | ☹ 😐 ☺ |
| 3. I can count inventory. | ☹ 😐 ☺ |
| 1. I can answer personal questions. | ☹ 😐 ☺ |
| 1. I can name three work skills. | ☹ 😐 ☺ |
| 6. I can ride the bus. | ☹ 😐 ☺ |
| 7. I can read a job ad. | ☹ 😐 ☺ |
| 1. I can apply for a job. | ☹ 😐 ☺ |
| 1. I can read a calendar. | ☹ 😐 ☺ |
| 10. I can use a calculator. | ☹ 😐 ☺ |
| 11. I can use a computer. | ☹ 😐 ☺ |
| 12. I can use the library. | ☹ 😐 ☺ |
| 1. I can dress for an interview. | ☹ 😐 ☺ |
| 1. I can ask for directions. | ☹ 😐 ☺ |
| 15. I can make a delivery. | ☹ 😐 ☺ |

Checklist of Skills for ER 1

1. Resume in folder Date:
2. Has completed a mock interview Date:
3. Has completed a typing test with the following results: Date:
4. Has completed the following pre tests with the following results:
   1. Inventory: \_\_\_\_\_\_\_\_ Date:
   2. Money/retail math:\_\_\_\_\_\_\_\_ Date:
   3. Calendars/time/appointments: \_\_\_\_\_\_\_\_\_ Date:
   4. Resume/job skills: \_\_\_\_\_\_\_\_\_ Date:
   5. Interviewing:\_\_\_\_\_\_\_\_ Date:
   6. Matching bar codes:\_\_\_\_\_\_\_\_\_ Date:
   7. Making a delivery: \_\_\_\_\_\_ Date:
5. Has completed the following post tests with the following results:
   1. Inventory: \_\_\_\_\_\_ Date:
   2. Money/retail math: \_\_\_\_\_\_\_ Date:
   3. Calendars/time/appointments:\_\_\_\_\_\_\_\_ Date:
   4. Resume/job skills: \_\_\_\_\_\_\_\_ Date:
   5. Interviewing:\_\_\_\_\_\_\_\_ Date:
   6. Matching bar codes:\_\_\_\_\_\_\_\_ Date:
   7. Making a delivery:\_\_\_\_\_\_\_\_\_ Date:
6. Has three references Date:
7. Has taken a ride on a city bus Date:
8. Has an Alley Shoppe evaluation Date:

Retail Curriculum outline of units

1. Making a delivery
2. Retail money and math skills, including workplace weighing and measuring
3. Reading a job ad
4. Completing a job application, including sharing personal history, brief work history, identifying jobs and job skills
5. Conducting Inventory, including sorting, naming containers
6. Reading a work and bus schedule

Activities:

1. Vocabulary and/or abbreviations with pictures
2. Dictation using vocabulary (either written or with paper letters)
3. Mix and mingle
4. Cut and match
5. Picture story
6. Hands on practice/ culminating activity
7. Field trips and community activities
8. Websites or computer activities

Additional Resources

**Websites**:

**Hubbs Center Civics Curriculum**: http://hubbs.spps.org/bridging\_life\_work.html

**Practice with money**: http://www.funbrain.com/cashreg/index.html

**Practice with money**: http://www.hbschool.com/activity/counting\_money/

**Basic math**: http://www.aaastudy.com/addk7ax1.htm

**English**: http://ell-level0.themlc.org/Index.htm

**Job Applications**: http://forms.themlc.org/

**Field Trips**

Maplewood Mall

Bridging

Farmer's Market

Target

1. Where are you? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name three stores: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. What can you buy at the mall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. What can you eat at the mall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. What jobs are at the mall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. How can you get a job at the mall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. What transportation is at the mall? How can you get to the mall? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. How many stores are at the mall (find a directory!) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_