

## Winning in the Work World

### The **BIG** Idea

- What do I need to know to get ahead in the work world?

### AGENDA

Approx. 45 minutes

- I. Warm Up: Taking Care of Business (5 minutes)
- II. Beat the Bureaucracy (5 minutes)
- III. True or False: How to Win at Work (20 minutes)
- IV. Group Reports: How to Win at Work (10 minutes)
- V. Wrap Up (5 minutes)

### MATERIALS

#### PORTFOLIO PAGES:

- Portfolio pages 19-22, Grade 12 Skills Checklist

#### STUDENT HANDBOOK PAGES:

- Student Handbook page 154, Taking Care of Business
- Student Handbook page 155, Beat the Bureaucracy Note Sheet
- Student Handbook pages 156-159, True or False: How to Win at Work
- Student Handbook pages 160-161, True or False: How to Win at Work Websites

#### FACILITATOR PAGES:

- Facilitator Resource 1, Beat the Bureaucracy
- Facilitator Resource 2, True or False: How to Win at Work Website Assignments

#### Overhead projector

#### Index cards (one for each student)

### OBJECTIVES

During this lesson, the student(s) will:

- Develop strategies for dealing with bureaucracy.
- Know how to get ahead at work.
- Identify common issues for first-time employees.
- Learn how to resolve them.

## OVERVIEW .....

In this lesson, students take a “big picture” look at the work world, and discover what it takes to get ahead. They learn how bureaucracies function, and develop strategies to deal with them. They consider on-the-job behaviors, and decide whether they help, or hinder, success. Then they go online to substantiate their answers with quotes from selected websites. They share what they’ve learned with the class. They write themselves a note with one piece of advice to remember and take into the work world.

## PREPARATION .....

- Bring in enough index cards to distribute one to each student.
- Make an overhead transparency of **Facilitator Resource 1, Beat the Bureaucracy.**
- Read the articles suggested in **Facilitator Resource 2, True or False: How to Win at Work Website Assignments** so you are familiar with the material. Check with school administrators if you’re concerned that any material will be offensive to the community, for example, the warning in usnews.com blog re “hooking up” with co-workers.
- Arrange to hold class in the computer lab so students will have access to the Internet for **Activity III, True or False: How to Win at Work.** If Internet access is not possible, download and print out the following four articles, including identifying information so that sources are properly credited. Make enough copies of the articles to distribute so each student will have one article to read. (NOTE: They will not all be reading the same article.)
  - <http://www.usnews.com/blogs/outside-voices-careers/2008/10/14/7-mistakes-recent-grads-make-at-work.html>
  - [http://thephantomwriters.com/free\\_content/db/i/job-etiquette-rules.shtml](http://thephantomwriters.com/free_content/db/i/job-etiquette-rules.shtml)
  - <http://www.collegegrad.com/jobsearch/New-Job-Preparation/New-Job-Proverbs/>
  - <http://www.starnewsonline.com/apps/pbcs.dll/article?AID=/20051111/CA-REERS04/51111037/-1/jobs>

- ❑ If you will have access to the Internet for **Activity III, True or False: How to Win at Work**, make 3-4 copies of **Facilitator Resource 2, True or False: How to Win at Work Website Assignments**. Then cut the copies on the dotted lines to create slips of paper to hand out to your students. Each student will need one strip. (NOTE: There are 6 slips per page, so determine how many copies based on class size.)
- ❑ List the day's **BIG IDEA** and activities on the board.

## ACTIVITY STEPS

### I. Warm Up: Taking Care of Business (5 minutes)

1. [As students enter the classroom, refer them to **Student Handbook page 154, Taking Care of Business**. Give them a few minutes to complete the page.]
2. **SAY SOMETHING LIKE:** Hello, everyone, and welcome to our final lesson. During the course of the RTS curriculum, we've discussed many of the life skills you need to succeed in middle school, high school, college, and beyond. And now that you're on the brink of graduation, it's time to take a really good look at the work world. Just like high school was different from middle school, and college will be different from high school, the work world will be a whole new experience when you enter it full-time. So let's talk about the "culture" of the work world, and what makes it unique.
3. [Write "Bureaucracy" on the board.]
4. **SAY SOMETHING LIKE:** With a show of hands, who knows what this word means? What is a bureaucracy? [Let students answer. If they need help, ask if anyone's ever been to the Department of Motor Vehicles, where they filled out forms and waited in a bunch of different lines. The DMV is a bureaucracy.]
5. **SAY SOMETHING LIKE:** A bureaucracy is any administrative system with rules and regulations you have to follow in order to get anything done. Most companies and organizations are bureaucracies, including college administrations. So learning to deal with them is really important! A few minutes ago, you were asked to think about some real-life scenarios that require dealing with bureaucracy. Let's see how you handled them.
6. [Briefly discuss their answers. It's okay if they did not make wise choices; the activity is designed to motivate self-reflection.]

### II. Beat the Bureaucracy (5 Minutes)

1. **SAY SOMETHING LIKE:** As you can see, there are many ways to deal with bureaucracy—but some are more effective than others. So, let's go over some tried and true strategies that will help you beat the bureaucracy.
2. [Display the transparency of **Facilitator Resource 1, Beat the Bureaucracy** on the

overhead projector. Ask students to turn **Student Handbook page 155, Beat the Bureaucracy Note Sheet**, and take notes, while you discuss each point.]

3. **SAY SOMETHING LIKE:** Number one is “Respect the Chain of Command.” This means finding out whose job it is to help you, and starting there. Don’t go above this person’s head without giving him the chance to solve the problem. If you follow the chain of command, everyone will be happier and you’ll be likely to get faster results.

For example, don’t call the landlord until you’ve given the super a chance to fix whatever’s broken. The landlord will get mad at the super, because it’s his job to fix things. And the super will get mad at you, because you made him look bad.

Typically, at college, the chain of command starts with your RA. If you have a problem, tell your RA first, and let her lead you to other resources.

4. **SAY SOMETHING LIKE:** Next on the list is “Expect Bureaucracy.” In other words, be ready to deal with administrative procedures and “red tape.” Expect to wait, fill out paperwork, stand in line and wait some more. It’s important to leave plenty of time to deal with bureaucratic situations. Bring your I-pod, something to study, maybe even a snack. You’ll get better results if you’re not frustrated, angry, and impatient.
5. **SAY SOMETHING LIKE:** Number 3 is “Think about what you need and how you can ask for it nicely.” This means be prepared and do NOT show up with an attitude. Be patient as you explain the details of your situation; remember, the person listening doesn’t know you and must familiarize herself with your problem before taking action. If you can, fill out the paperwork she’ll need to see in advance. Be kind and pleasant, even if she seems rude or inept. You can rant and rave later to your friends; but keep it in check while you need her to help you.
6. **SAY SOMETHING LIKE:** Last but not least is “Keep Records.” Take notes on every phone conversation or visit you have about a particular issue you’re trying to solve. Keep these notes in a file folder or notebook where you can find them again. Write down who you talked to, their title and phone number, what they said, and what happens next. Then you can read back who-said-what-when, which may help you get results in the long run.

### III. True or False: How to Win at Work (20 minutes)

1. **SAY SOMETHING LIKE:** As it turns out, understanding bureaucracies is not only help-

ful when you're *outside* them, but also when you're *inside* them. In other words, when you enter the work world, it's critical to know how to play by the rules in order to get ahead. In past lessons, we learned a thing or two about how to conduct yourself in the workplace. Who can remember some of these on-the-job "do's and don'ts"?

2. [Call on students to answer. Look for examples like the following:
  - coming in on time
  - calling in sick when you are
  - dressing appropriately
  - not mouthing off to your boss ]
3. **SAY SOMETHING LIKE:** Those are good answers. Succeeding in an organization takes all that, *plus* a little more. You *also* have to know how to follow the "unwritten rules" that may be less obvious, but are just as important. These include things like putting the company first, making your boss look good, and gaining recognition *without* being a threat. No matter how smart or skilled you are, you can derail your career by not understanding or following these rules. So, let's spend a little time investigating them.
4. [Ask students to turn to **Student Handbook pages 156-159, True or False: How to Win at Work.**]
5. **SAY SOMETHING LIKE:** This next activity is about workplace behaviors that can help, or hurt, your career. It has two parts: first, you'll read a list of statements, and decide if each is true or false. Then, you'll go online, read articles about how to succeed at work, and choose a quote to back up – or disprove – your choice of true or false. You'll jot the quote down, with the website address where you found it. During **Activity IV**, we'll share these quotes, giving everyone a bigger picture about how to get ahead at work.
6. [Hand out the assignment slips you made from **Facilitator Resource 2, True or False: How to Win at Work Website Assignments.**]
7. **SAY SOMETHING LIKE:** Each slip of paper has two websites, and the slips vary, so we'll have a range of answers for our discussion. Go to the sites on your paper, read the articles, and search for appropriate quotes. If possible, choose words of wisdom that not only support your true or false choice, but also elaborate on the topic. For example, if you think #1 is false, look for a quote that says asking questions is a good idea, and perhaps also suggests something related, like finding a mentor who can show you the ropes. One other thing before you start: there are many more websites listed on **Student**

**Handbook pages 160-161, True or False: How to Win at Work Websites.** Feel free to check them out if you have extra time today, or remember the list is there for the future.

- [Give students the remaining time for this activity to work.]

#### IV. Group Reports: How to Win at Work (10 minutes)

- SAY SOMETHING LIKE:** All right, class. Let's see what you, and the authors of your articles, say about how to win at work. As we go over each statement, I'll call on one or two people to read their quotes. If you disagree with the answer, or have a quote that offers a different take on the subject, please raise your hand and share it.
- [Call on students to read the statements, say if they chose true or false, and share their quotes. Remind students to speak up if they have another point of view to share.]

#### V. Wrap Up (5 minutes)

- SAY SOMETHING LIKE:** And there you have it, folks: the inside scoop on how to win in the work world. If you follow the advice you've learned today, you should have no problem getting ahead at work, and racing up the ladder of success. But, as we all know, advice can only help if you remember it.
- [Hand out an index card to each student.]
- SAY SOMETHING LIKE:** Please take a moment to reflect on one piece of advice you heard today, that you'd like to make sure you remember. Write it down on the index card, as a note to yourself. No one will see it except for you, so please be honest and pick something that you, personally, will find useful.
- [Give students a moment to write.]
- SAY SOMETHING LIKE:** Now, I want you to keep this card. Tuck it away in a safe place, like your wallet or pocketbook, and bring it with you to your first "real" job in the work world. That way, you will always have one good piece of advice that you know you can count on, to help you get ahead.

#### SKILLS CHECKLIST

Direct students' attention to **Portfolio pages 19-22, Grade 12 Skills Checklist**. Have students complete the skills checklist questions for Next Steps skills.

**NEXT STEPS****I can...**

Identify resources to solve problems at college or in the community.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Describe 2 or more strategies for dealing with bureaucracy.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
List 3 tips or strategies for a successful freshman year.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
List 3 tips or strategies for success at work, and 3 behaviors to avoid.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well

6. **SAY SOMETHING LIKE:** And now, there's only one thing left to say: Congratulations! You have successfully completed the RTS program, and you are ready to conquer the world! Next week will be our last class together. There's nothing to prepare, because we are going to celebrate! Have a great week, and I'll see you next time.



## Beat the Bureaucracy

### 1. Respect the Chain of Command

Find out the right place to start, and start there. It generally aggravates people when you go above their heads without giving them a chance to solve the problem.

- For apartment repairs, ask the super before the landlord.
- For college issues, start with your RA.

### 2. Expect Bureaucracy

Be ready to deal with lots of administrative procedures and “red tape.” Expect to wait, fill out paperwork, stand in line and wait some more.

- Don't leave it until the last minute.
- Give yourself more than enough time to complete the task.
- Bring something to do while you wait.

### 3. Know What to Say and How to Say It

Think about what you need and how you can ask for it nicely. Do NOT show up with an attitude, or act like you deserve special treatment. Assume the person you're talking to wants to help.

- Fill out the paperwork they'll need to see in advance.
- Be patient as you tell them the details of your situation.
- Be pleasant, even if they seem rude or inept.

### 4. Keep records

Take notes on every phone conversation or visit you have about a particular issue you're trying to solve. Keep these notes in a file folder or notebook where you can find them again.

- Write down who you talked to, their position and phone number, what they said, and what happens next.
- Be ready to read back who-said-what-when, so the next person you speak to will be up-to-date on the history.

## True or False: How to Win at Work Website Assignments

<http://www.collegegrad.com/jobsearch/New-Job-Preparation/New-Job-Proverbs/>  
**New Job Proverbs (some corny, some useful)**

[http://www.quintcareers.com/Real\\_World.html](http://www.quintcareers.com/Real_World.html)  
**The Real World: What Entry-level Workers Wish They'd Known When They Graduated**

<http://www.fastweb.com/fastweb/resources/articles/index/101163>  
**First Job Dos and Don'ts**

[http://www.quintcareers.com/succeeding\\_in\\_business.html](http://www.quintcareers.com/succeeding_in_business.html)  
**Beyond The Apprentice: What Young Employees Really Need to Know to Succeed in the Business World**

[http://careerplanning.about.com/cs/firstjob/a/first\\_job.htm](http://careerplanning.about.com/cs/firstjob/a/first_job.htm)  
**Your First Job**

[http://thephantomwriters.com/free\\_content/db/i/job-etiquette-rules.shtml](http://thephantomwriters.com/free_content/db/i/job-etiquette-rules.shtml)  
**Job Etiquette Rules: How Many Do You Know?**

[http://www.youngmoney.com/on\\_the\\_job/149/](http://www.youngmoney.com/on_the_job/149/)  
**10 Workplace Etiquette Tips**

[http://www.quintcareers.com/first\\_days\\_working.html](http://www.quintcareers.com/first_days_working.html)  
**How to make a good first impression**

<http://www.starnewsonline.com/apps/pbcs.dll/article?AID=/20051111/CA-REERS04/51111037/-1/jobs>  
**9 Ways to Succeed at Your First Job**

<http://www.usnews.com/blogs/outside-voices-careers/2008/10/14/7-mistakes-recent-grads-make-at-work.html>  
**7 Mistakes Recent Grads Make at Work**

[http://careerplanning.about.com/cs/firstjob/a/post\\_grad.htm](http://careerplanning.about.com/cs/firstjob/a/post_grad.htm)  
**How to Make the Transition to Your First Job After College Graduation**

<http://career-advice.monster.com/in-the-office/Starting-a-New-Job/Make-the-Most-of-Your-First-Job/article.aspx>  
**Advice for starting your job off right**

## Taking Care of Business

Once you start living on your own, you'll have to deal with all the problems that arise in everyday life. Read each of the following statements, and choose the reaction that best describes how you'd most likely handle the situation.

#1: It's the last day to drop/change classes at college. You have a class to drop.

- a. I'd go first thing in the morning, to avoid the rush.
- b. I'd put it off until the end of the day.
- c. I'd go whenever I felt like it, and just cut in line.
- d. I'd go when I had plenty of time, and bring something to do while waiting.

#2: You wake up, it's freezing cold, and there's no heat in your apartment.

- a. I'd call the landlord's main office.
- b. I'd call the landlord at home.
- c. I'd call the local news and report it.
- d. I'd contact the building super immediately.

#3: You work in a big company and there's a mistake in your paycheck.

- a. I'd go to the payroll department, throw it on someone's desk, and demand he/she fix it immediately.
- b. I'd go to the payroll department and ask for help. I'd have the incorrect check and a copy of my last (correct) paystub with me.
- c. I'd call the payroll department and say I want to speak to the stupid jerk who writes my checks.
- d. I'd go to the payroll department and try to be nice, but scream at the secretary if he/she was incompetent and wasted my time.

#4: You get an incorrect notice that your phone bill is overdue. You talk to a customer service rep and mail in the documents he suggests. Next month, your bill still says "overdue" and includes a fee for late payment.

- a. You ignore it, because you already talked to someone.
- b. You call again and get really mad when the new person tells you there's no record of payment.
- c. You look up your notes from the customer service call. You find the name, title, and advice of the rep, and call again, with this information.
- d. You investigate other companies in search of one with an accurate billing system.

## Beat the Bureaucracy Note Sheet

Use this sheet to take notes about how to deal with bureaucracy.

### 1. Respect the Chain of Command

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### 2. Expect Bureaucracy

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### 3. Know What to Say and How to Say It

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### 4. Keep Records

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## True or False: How To Win At Work

### Part 1:

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Decide if the following statements about how to win at work are true or false. Mark each with a "T" or "F".

#### Statements:

1. If you don't know something at work, pretend you do. Asking questions makes you look dumb.
2. Volunteer for interesting projects, and keep your eyes open for any professional-development opportunities both within and outside the organization.
3. Participate in office gossip so you can know everything and tell the boss.
4. Don't ever do something extra for your supervisor. Just get your job done.
5. Always be the last to show up, and the first to leave work.
6. Show everyone how smart and clever you are by publicly disagreeing with your boss.
7. Have a positive attitude, and show your enthusiasm for being part of the team. Learn what your company goals are, and respect them.
8. Dress and act however you want. It's not like you're the president or anything!
9. Learn your place in the organization, and be prepared to do whatever your boss, or supervisor assigns. Accept work willingly, even if it seems uninteresting or beneath you.
10. Don't take notes; if you make a mistake it won't matter.

## Part 2:

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Go online and read your assigned articles. Find one quote to support – or disprove - your choice of True or False for each statement. Look for quotes that elaborate on the topic, and give good advice.

Example:

1. *If you don't know something at work, pretend you do. Asking questions makes you look dumb.*

*This quote supports/disproves my choice of True or False. (circle one)*

*Source: <http://www.starnewsonline.com/apps/pbcs.dll/article?AID=/20051111/CA-REERS04/51111037/-1/jobs>*

Quote:

*“ Ask questions. You're new in your position, so don't be afraid to ask questions. It will help you understand the company, the hierarchy, and what it takes to make the company run.”*

\_\_\_ **1. If you don't know something at work, pretend you do. Asking questions about it makes you look dumb.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

---

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\_\_\_ **2. Volunteer for interesting projects, and keep your eyes open for any professional-development opportunities both within and outside the organization.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **3. Participate in office gossip so you can know everything and tell the boss.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **4. Don't ever do something extra for your supervisor. Just get your job done.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **5. Always be the last to show up, and the first to leave work.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **6. Show everyone how smart and clever you are by publicly disagreeing with your boss.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **7. Have a positive attitude, and show your enthusiasm for being part of the team. Learn what your company goals are, and respect them.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **8. Dress and act however you want. It's not like you're the president or anything!**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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\_\_\_ **9. Learn your place in the organization, and be prepared to do whatever your boss, or supervisor assigns. Accept work willingly, even if it seems uninteresting or beneath you.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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---

\_\_\_ **10. Don't take notes; if you make a mistake it won't matter.**

This quote *supports/disproves* my choice of True or False. (circle one)

Source:

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Quote:

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## True or False: How to Win at Work Websites

If you'd like to read more about winning in the work world, here are some sites with excellent articles.

[http://www.quintcareers.com/Real\\_World.html](http://www.quintcareers.com/Real_World.html)

**The Real World: What Entry-level Workers Wish They'd Known When They Graduated**

[http://www.quintcareers.com/succeeding\\_in\\_business.html](http://www.quintcareers.com/succeeding_in_business.html)

**Beyond The Apprenticeship: What Young Employees Really Need to Know to Succeed in the Business World**

<http://www.fastweb.com/fastweb/resources/articles/index/101163>

**First Job Dos and Don'ts**

[http://careerplanning.about.com/cs/firstjob/a/first\\_job.htm](http://careerplanning.about.com/cs/firstjob/a/first_job.htm)

**Your First Job**

[http://thephantomwriters.com/free\\_content/db/i/job-etiquette-rules.shtml](http://thephantomwriters.com/free_content/db/i/job-etiquette-rules.shtml)

**Job Etiquette Rules: How Many Do You Know?**

[http://www.youngmoney.com/on\\_the\\_job/149/](http://www.youngmoney.com/on_the_job/149/)

**10 Workplace Etiquette Tips**

<http://www.starnewsonline.com/apps/pbcs.dll/article?AID=/20051111/CA-REERS04/51111037/-1/jobs>

**9 Ways to Succeed at Your First Job**

<http://www.usnews.com/blogs/outside-voices-careers/2008/10/14/7-mistakes-recent-grads-make-at-work.html>

**7 Mistakes Recent Grads Make at Work**

<http://www.collegegrad.com/jobsearch/New-Job-Preparation/New-Job-Proverbs/>

**New Job Proverbs (some corny, some useful)**

[http://www.drewsmarketingminute.com/2007/03/help\\_me\\_give\\_co.html](http://www.drewsmarketingminute.com/2007/03/help_me_give_co.html)  
Help Me Give College Grads a Chance  
**(readers comment on their own experiences)**

[http://careerplanning.about.com/cs/firstjob/a/post\\_grad.htm](http://careerplanning.about.com/cs/firstjob/a/post_grad.htm)  
**How to Make the Transition to Your First Job After College Graduation**

<http://career-advice.monster.com/in-the-office/Starting-a-New-Job/Make-the-Most-of-Your-First-Job/article.aspx>  
**Advice for starting off in a job right.**

[http://www.quintcareers.com/first\\_days\\_working.html](http://www.quintcareers.com/first_days_working.html)  
**How to make a good first impression.**

Use these pages to keep track of the skills you're building.



## Grade 12 Skills Checklist

Check the box that shows your level of skill in each area.  
Then answer the questions below.

### INTRODUCTION

I can ...

List 3 ways Roads to Success will assist me in making plans for the year following high school graduation.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Determine whether or not I'm on track to graduate from high school.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
List 3 ways college is academically different from high school.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Track important college application and financial aid deadlines.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well

### APPLYING TO COLLEGE

I can ...

Identify and keep track of the admissions requirements at the colleges of my choice.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Complete a college application.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Identify one or more personal strengths of interest to an employer or college admissions officer.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Identify an experience that provides appropriate evidence of one or more of my personal strengths.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Create an essay that effectively conveys my personal strengths.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well

## FINDING A JOB

I can ...

Identify the most effective job-hunting methods.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Name at least 15 people in my personal network.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Make a cold call to find out if a company is hiring.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Research companies that interest me.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Create a resume that describes my skills and relevant experience.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Write a cover letter that connects my skills to skills needed by an employer.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Describe the purpose of writing a thank-you note following an interview.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Organize and track my job-hunting efforts and their results.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well

## FINANCIAL AID

I can ...

Rate the merits and drawbacks of different kinds of financial aid.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Find and apply for scholarships suited to my needs.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Use an online tool to calculate the monthly payments on a student loan.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Understand the consequences of defaulting on a student loan.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Complete the FAFSA.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Compare financial aid awards from two or more schools.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well

## MONEY MATTERS

I can...

Understand the purpose for creating and revising a budget.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
List expenses associated with attending college or living on my own.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Identify hidden housing and transportation costs (that is, other than rent and a car loan).	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Understand the importance of health insurance, and identify ways to obtain it.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Create a budget for the year following high school.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well

## NEXT STEPS

I can...

Identify resources to solve problems at college or in the community.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
Describe 2 or more strategies for dealing with bureaucracy.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
List 3 tips or strategies for a successful freshman year.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well
List 3 tips or strategies for success at work, and 3 behaviors to avoid.	<input type="checkbox"/> not at all	<input type="checkbox"/> somewhat	<input type="checkbox"/> very well