

Best Practices in Career Development

Translating Dreams and Hopes into Real Career Knowledge!

Essential Elements (activities provided to youth that support effective career development)

- Complete career inventory/assessment
- Complete career exploration in multiple fields *that hold good promise of jobs and careers* (e.g., visit a career fair, conduct web searches, complete career portfolios)
- Orient to work readiness activities and skills
 - Performance-based activities that are age and developmentally appropriate including: prepare resumes and other job-related communications, complete mock interviews, complete mock or actual job applications, job shadow experiences
 - Soft skills/life skills including: problem solving, conflict management, model appropriate job dress and personal skills, workplace etiquette around confidentiality, communication skills to talk with colleagues and supervisors, consequences for unacceptable work behaviors, understanding time management, responsibilities, etc.
- Facilitate an actual work or volunteer experience with genuine opportunities for learning
- Participate in age appropriate entrepreneurial opportunities such as: creating a business idea & plan, marketing, daily operations, production, research & development, etc.
- Provide a tool to help students keep track of their graduation and career plans that includes a focus on supporting planning and long-term thinking
- Appropriate use of technology including: use of Microsoft Office Suite, cell phone, Facebook and other social media, naming and organizing files

Key Practices (ways of structuring the program to assure quality of efforts)

- Incorporate *Positive Youth Development* core principles throughout programming.
- Use technology to aid activities
- Incorporate PA Academic Standards for Career Education and Work as a guide to planning
- Develop partnerships with school, employers, and other community-based organizations to enhance programming
- Encourage peer-to-peer teaching opportunities

