

REVIEW 11-17

Assess Progress and Build Your Transition Portfolio

TRANSITION OBJECTIVE

Students will evaluate their progress by completing an assessment sheet and reviewing their progress.

RELEVANCE TO SUCCESSFUL TRANSITION

Evaluation is one of the most important components of the growth process. Self-evaluation is a powerful tool commonly used by highly successful people. Add peer evaluation to this process and growth will compound. The evaluation process here begins with self-evaluation, combines with peer evaluation and ends with a statement of the next step toward a specific growth area.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

"The impact the last seven lessons has had on me is ____."

❑ STEP 2: Convene Roundtable

"When I make progress, I feel ____."

❑ STEP 3: Advance Organizer

"Today you will evaluate your progress in this class."

❑ STEP 4: Activity - 15 Minutes

Please note: The **Assessment & Portfolio Guide** is part of a transition assessment process. In this process students complete projects to use their new skills and knowledge, then collect samples of their work in a hard copy or electronic portfolio. This assessment guide may also be used as a formal test or a review of lesson concepts. If needed, make up additional test questions and activities.

Students go over the questions and statements on the **Assessment & Portfolio Guide**. For five minutes, have students briefly review the lessons with a partner, then have students share lesson highlights with the class.

❑ STEP 5: Activity - 25 Minutes

Students complete the **Assessment & Portfolio Guide** by answering the questions or completing the statement directions. Provide assistance for students who need help with reading or writing. For poor writers, provide a tape recorder, someone to take dictation or a voice-activated device.

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CAREER MANAGEMENT: Unit 2	REVIEW OF LESSONS 11-17
Assessment & Portfolio Guide	
Lesson 11: Identify Your Skills	✍️ Make a list of three employability skills you feel are most important to talk about in an interview.
	📁 Add Know Your Employability Skills to your Transition Portfolio.
Lesson 12: Research the Job	✍️ What are the most important things to know about a business before coming for an interview?
Lesson 13: Interview Effectively	✍️ Which of the Six Keys to a Successful Interview do you need to practice?
Lessons 14 & 15: Make a Good Impression, Prepare for a Difficult Interview	✍️ Explain why your appearance and non-verbal communication skills are as important as what you say in an interview.
Lessons 16 & 17: Meet an Employer's Expectations, Analyze Answers to Common Interview Questions	✍️ What are the most important things to remember when answering interview questions?

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□ STEP 6: Activity - 20 Minutes

Have students share their answers with a partner. Each partner then chooses one thing the other has learned and shares this with the class. For example: Jared and Alexa have shared their answers. Alexa chooses to share what Jared has learned about communication. Alexa would say, "The most important thing Jared learned is to prepare for an interview by practicing non-verbal communication skills." Have all students take a turn sharing one thing their partner has learned. Remind students to add the **Assessment & Portfolio Guide** to their **Transitions Portfolio**.

□ STEP 7: Evaluate Outcomes

"One way I feel I have grown from these lessons is ____."

□ STEP 8: Connecting Activity

Students share their most important growth area with a friend or family member.

□ STEP 9: Key Words

See "Key Words" section page xviii for "The Six Step Process to Better Vocabulary Instruction."

KEY WORDS

research practice effect related skills examine	organization persistence expressions additional skills highlight	competitor effective interviewee constructive criticism	executive nonverbal skills expectations analyze	preparation critique specific skills dependability present
For additional Key Words see Employability Skills Handout				

MATERIALS AND PREPARATION

- Student Handout: **Assessment & Portfolio Guide**, page 94.
- Prepare a screen image of the **Assessment & Portfolio Guide**.
- Prepare to share suggestions with the students.
- Prepare your own areas of growth to share with the class.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Listening, Speaking
- Thinking Skills: Creative Thinking, Decision Making
- Personal Qualities: Responsibility, Sociability, Self-Esteem, Self-Management, Integrity/Honesty