

REVIEW 18-23

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 six lessons has had on me is . . .

❑ STEP 2: Convene Roundtable

"Evaluating my progress is important because _____."

❑ 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 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 LESSON 18-23
Assessment & Portfolio Guide	
Lesson 18: Answer Common Interview Questions	
➤	Of the ten interview questions you have answered, which are most challenging and why?
☐	Add your completed worksheet Astonishing Answer! to your Transition Portfolio.
Lesson 19: Practice Closing The Job Interview	
➤	Write out the closing statement you will use in an interview and add it to your Transition Portfolio.
Lessons 20 & 21: Practice Your Interviewing Skills, Take Part in Practice Interviews	
➤	According to your Critique sheets, what is your strongest area in an interview?
➤	What areas do you need to improve?
Lesson 22: Follow Up Your Interview with a Thank You	
➤	Why is it important to make a follow-up call after an interview?
Lesson 23: Use Rejection as a Learning Tool	
➤	How will you handle rejection?
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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: Gene and Corrina have shared their answers. Corrina chooses to share what Gene has learned about interviewing. Corrina would say, "The most important thing Gene learned is to follow-up after an interview." Have all students take a turn sharing one thing their partner has learned. Remind students to add the **Assessment & Portfolio Guide** to their *Transition 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

astonishing	experience	strength	weakness	dependable
flexible	motivated	reliable	willing to learn	critique
evaluation	accept	articulate	deny	first impression
body language	appreciation	gratitude	thoughtfulness	eager
rejection	accept	non-verbal communication	positively	planning

MATERIALS AND PREPARATION

- Student Handout: **Assessment & Portfolio Guide**, page 119.
- 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