



Job One, Job Two. Finding the Right Job for You



INDIANA INSTITUTE ON DISABILITY AND COMMUNITY

CENTER ON COMMUNITY LIVING AND CAREERS

Indiana Secondary Transition Resource Center

Funded by:

Office of Special Education, Indiana Department of Education

Recap from Session 3

- Component Three: Academic Skills
- Includes necessary highlights:
 - Transcripts
 - Academic Awards/Accomplishments
 - Work Credits/CTE Credits/Units Earned
- Artifacts
- Examples





We Will Cover

1. Portfolio component four: Employability Skills
2. Employability Skills Benchmarks
3. Contents of each benchmark
4. Artifacts for this component
5. Component examples for Indiana Career Explorer and Google Sites



Employability Skills

Fourth component in the student transition portfolio

Can occur throughout school

Primary focus during 12th grade and beyond



Employability Skills, *cont.*

- This section describes types of **work experiences** and employment the student has had.
- This includes not only experience but **soft skills** necessary for successful employment.
- This section includes skills all employers find desirable to **sustain and advance employment.**





Employability Skills Standards

- Grade 6-8 [Employability Skills Standards](#)
- Grade 9-10 [Employability Skills Standards](#)
- Grade 11-12 [Employability Skills Standards](#)



Employability Skills Benchmarks

**Benchmarks from the
Indiana Department of
Workforce
Development**

Mindsets

**Self
management
skills**

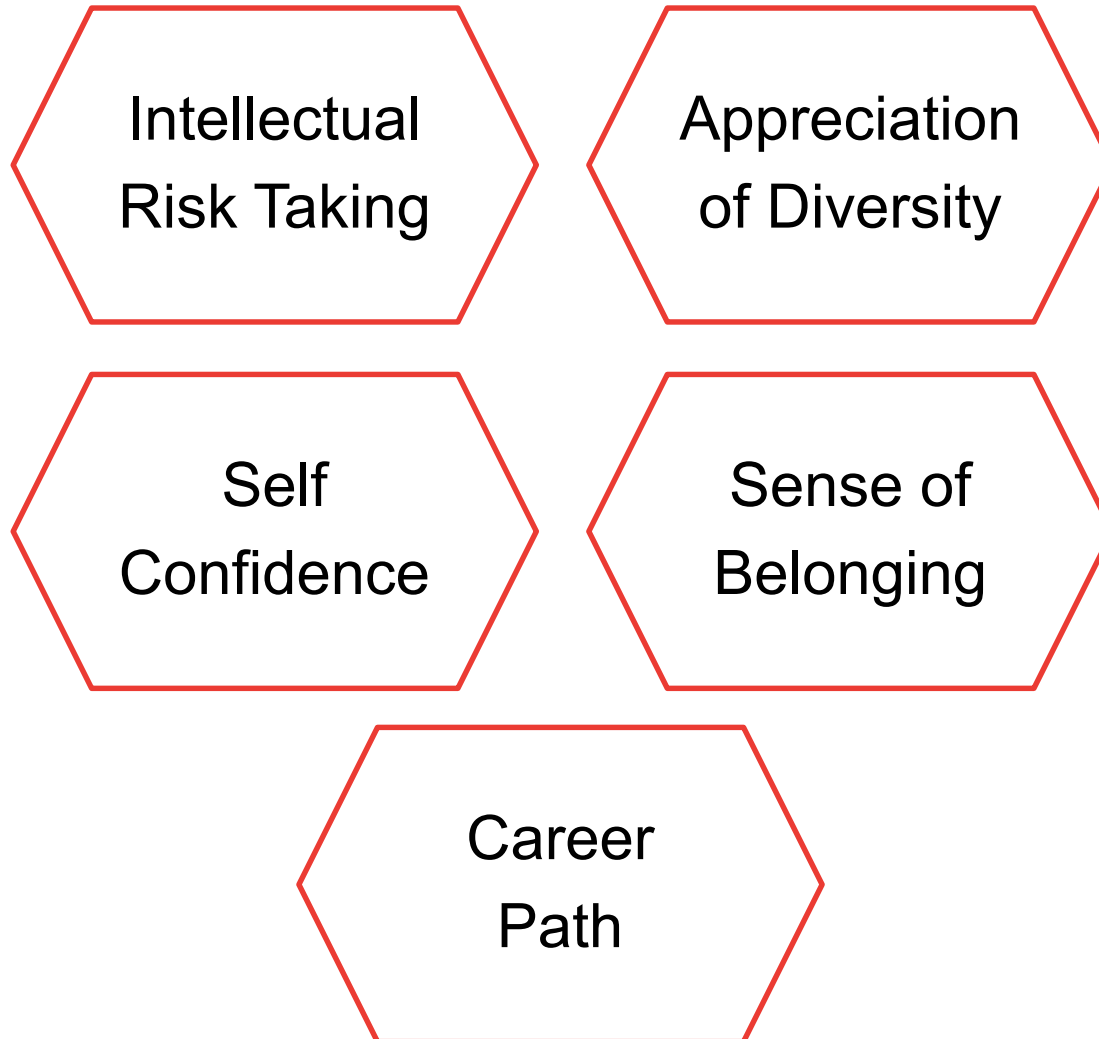
**Learning
strategies**

Social skills

**Workplace
skills**



Mindsets





Self-Management Skills

**Pride in
Work**

Perseverance

Independence

**Self-
discipline**

**Stress
Management**



Self-Management Skills, *cont.*

**Time
Management**

Adaptability

Integrity

Professionalism

**Work
Ethic**



Learning Strategies

Written Communication

Decision-Making

Technology Savvy

Attention to Detail

Organization

Information Gathering

Problem Solving



Social Skills

Oral
Communication

Teamwork

Leadership

Conflict
Management

Self
Advocacy



Workplace Skills

Customer
Service

Resource
Allocation

Follows
Directions

Personal
Safety



Employability Skills Component

Highlights to be included:

- Work Experiences
 - Internships, job shadowing, paid work experiences
- Volunteer Experiences
 - Specific skills acquired and supports needed for success
- Vocational/CTE Course Work Completed
- Work Credentials Earned
- Reflection of Student's Employability Skills



Vocational Rehabilitation Perspective



[Jenny Austin Portfolio Video \(Vocational Rehabilitation\)](#)

Artifacts



Makes Sense...How Do I Get the Info?

Be creative!

Four components will be the same across students, BUT...

The products used to gather and demonstrate information will be different or student-centered for each person.





Authentic Artifacts for Employability Skills

- Career and Technical Education Report
- Elective Class Reflection Form
- Job Shadow Reflection/Feedback Form
- Student or parent can write a reflection about any of the student's five employability skills
- Student can create a presentation about their employability skills
- Student can create a power point about their employability skills



Other Artifacts for Employability Skills

- Social and Vocational Abilities Listing
- PERC Self-Advocacy Checklist
- O'NET Interest Inventory
- Career/Job Initial Review
- Career Cluster Interest Survey



Other Artifacts for Employability Skills, *cont.*

- Informational interview with business or person (with Pre-ETS/VR assisting)
- Letters of recommendation and references
- Community resources being used
- Short videos showing skills
- List of potential employers
- Sample cover letters
- Completed application (careful of Protected Health Information!)



Tyler 12th Grade: Indiana Career Explorer

- 1.** This student has been used for fictitious case examples in the past.
- 2.** You will be reviewing an Employability Skills example using Indiana Career Explorer as the transition portfolio format.



Amara 11th Grade: Google Sites Template

1. This student has been used for fictitious case examples in the past.
2. You will be reviewing an Employability Skills example using Google Sites as the transition portfolio format.

Thank You!

Your INSTRC Portfolio Team

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[Padlet Link](#)



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