

FBLA MS: Career Exploration

| Competency A: Career Planning /Career Plans | MBA Research Performance Indicators | LAPs |
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| Task / Skill | | |
| 1. Determine the expenses that you will incur each month when you are on your own. | FI:066 Develop personal budget (CS) | <i>*MS Career Exploration Package: Balance Your Budget (Money Management) Module</i> <i>**Just for You! FI:066, Develop personal budget</i> |
| 2. Calculate how much to spend on your lifestyle. | FI:066 Develop personal budget (CS) | <i>**Just for You! FI:066, Develop personal budget</i> |
| 3. Determine minimum salary needs. | FI:061 Describe sources of income and compensation (CS) | |
| 4. Explore occupations that earn the salary needed. | | |
| 5. Define career research. | PD:022 Identify sources of career information (CS) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> |
| 6. Explain the career information included in the "Occupational Outlook Handbook." | PD:022 Identify sources of career information (CS) | |
| 7. Determine personal strengths and weaknesses. | EI:002 Assess personal strengths and weaknesses (PQ) | <i>*MS Career Exploration Package: Play to Your Strengths (Strengths and Weaknesses) Module</i> <i>*LAP-EI-902 Assess for Success (Assessing Personal Strengths and Weaknesses)</i> |

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| 8. Describe job duties for different careers | PD:025 Explain employment opportunities in business (CS) | LAP-PD-025 Go for It! (Careers in Business) |
| 9. Describe the training and education required for different careers. | PD:025 Explain employment opportunities in business (CS) PD:033 Explain the need for ongoing education as a worker (PQ) | LAP-PD-025 Go for It! (Careers in Business) |
| 10. Describe the work environment associated with a selected career. | PD:025 Explain employment opportunities in business (CS) | LAP-PD-025 Go for It! (Careers in Business) |
| 11. Explain the importance of job outlook when selecting a career. | | |
| 12. Explain work, licenses, and certification requirements for a selected career. | PD:025 Explain employment opportunities in business (CS) | LAP-PD-025 Go for It! (Careers in Business) |
| Competency B: Career Goals | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. Define a career goal. | PD:018 Set personal goals (CS) | <i>*MS Career Exploration Package: Looking Ahead (Setting Goals) Module</i> <i>*LAP-PD-918 Go for the Goal (Goal Setting)</i> |
| 2. Explain the importance of setting specific realistic career goals. | PD:018 Set personal goals (CS) | <i>*MS Career Exploration Package: Looking Ahead (Setting Goals) Module</i> <i>*LAP-PD-918 Go for the Goal (Goal Setting)</i> |
| 3. Match career goals to personal strengths. | PD:023 Identify tentative occupational interest (CS) | |

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| 4. Describe maps to reach career goals. | PD:018 Set personal goals (CS) PD:034 Explain possible advancement patterns for jobs (PQ) | <i>*MS Career Exploration Package: Looking Ahead (Setting Goals) Module</i> <i>*LAP-PD-918 Go for the Goal (Goal Setting)</i> |
| 5. Explain the difference between short-term and long-term goals. | PD:018 Set personal goals (CS) | <i>*MS Career Exploration Package: Looking Ahead (Setting Goals) Module</i> <i>*LAP-PD-918 Go for the Goal (Goal Setting)</i> |
| 6. Explain how personal success is associated with choosing the correct career. | PD:023 Identify tentative occupational interest (CS) | |
| 7. Define measurable career goals. | PD:018 Set personal goals (CS) | <i>*MS Career Exploration Package: Looking Ahead (Setting Goals) Module</i> <i>*LAP-PD-918 Go for the Goal (Goal Setting)</i> |
| 8. Explain the importance of writing goals down. | PD:018 Set personal goals (CS) | <i>*MS Career Exploration Package: Looking Ahead (Setting Goals) Module</i> <i>*LAP-PD-918 Go for the Goal (Goal Setting)</i> |
| 9. Visualize success associated with career goals. | EI:063 Determine personal vision (CS) | <i>*LAP-EI-063 Picture This! (Determining Personal Vision)</i> |

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| 10. Define professional networking. | PD:037 Use networking techniques to identify employment opportunities (SP) | **Just for You! PD:037, Use networking techniques to identify employment opportunities |
| 11. Explain why it is important to share personal goals with individuals in your professional network. | PD:037 Use networking techniques to identify employment opportunities (SP) | **Just for You! PD:037, Use networking techniques to identify employment opportunities |
| Competency C: Career Pathways | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. Define a career pathway. | PD:025 Explain employment opportunities in business (CS) | LAP-PD-025 Go for It! (Careers in Business) |
| 2. Explain the jobs needed to reach an ultimate career goal. | PD:034 Explain possible advancement patterns for jobs (PQ) | |
| 3. Define vertical and lateral growth or advancement associated with career paths. | PD:034 Explain possible advancement patterns for jobs (PQ) | |
| 4. Explain the frequency of changing jobs throughout a lifetime. | | |
| 5. Define career transfers. | | |
| 6. Define career promotions. | | |
| 7. Explain the path through an industry or an organization. | PD:034 Explain possible advancement patterns for jobs (PQ) | |
| 8. Explain the relationship between individual and career development goals within a company. | PD:255 Ascertain employee's role in meeting organizational goals (SP) | |
| 9. Explain how career values and personal benefits are influenced by career pathway choices. | PD:013 Assess personal interests and skills needed for success in business (PQ) | |
| 10. Give examples of career pathways. | PD:025 Explain employment opportunities in business (CS) | LAP-PD-025 Go for It! (Careers in Business) |

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| 11. Define lifetime learning. | PD:033 Explain the need for ongoing education as a worker (PQ) | |
| 12. Explain how many career paths involve increasing levels of responsibility. | PD:034 Explain possible advancement patterns for jobs (PQ) | |
| 13. Describe how skill sets are associated with career pathways. | PD:013 Assess personal interests and skills needed for success in business (PQ) | |
| 14. Explain why personal flexibility is an important factor to reach career pathway goals. | | |
| Competency D: Job Searches | MBA Research Performance Indicators | LAPs |
| Task/Skill | | |
| 1. Prepare documents (resume, cover letter, references, online resume) for the job search. | PD:030 Write a letter of application (CS) PD:031 Prepare a resume (CS) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> **Just for You! PD:030, Write a letter of application **Just for You! PD:031, Prepare a resume |
| 2. Polish online personal presentation. | PD:031 Prepare a resume (CS) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> **Just for You! PD:031, Prepare a resume |
| 3. Explain the importance of your professional network. | PD:037 Use networking techniques to identify employment opportunities (SP) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> **Just for You! PD:037, Use networking techniques to identify employment opportunities |

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| 4. Set goals for job applications and interviews. | PD:026 Utilize job-search strategies (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> |
| 5. Understand the importance of sending effective business e-mail messages. | CO:090 Write professional emails (CS) | **Just for You! CO:090, Write professional emails |
| 6. Explain the importance of fringe benefits associated with careers. | FI:061 Describe sources of income and compensation (CS) | |
| 7. Describe online job searches. | PD:026 Utilize job-search strategies (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> |
| 8. Determine personal willingness to move to another location. | | |
| Competency E: Job Applications | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. Explain positive interview skills. | PD:028 Interview for a job (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> **Just for You! PD:028, Interview for a job |
| 2. Describe types of job applications. | PD:027 Complete a job application (PQ) | |
| 3. Explain the information required on a job application. | PD:027 Complete a job application (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> |
| 4. Outline the major parts of a resume. | PD:031 Prepare a resume (CS) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> **Just for You! PD:031, Prepare a resume |

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| 5. Explain the reason and information for a cover letter. | PD:030 Write a letter of application (CS) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:030, Write a letter of application</i> |
| 6. Explain the purpose of a job application and the need to fill it out completely and accurately. | PD:027 Complete a job application (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> |
| 7. List the personal information you may be asked when applying for a job. | PD:027 Complete a job application (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> |
| 8. Explain the importance of truthful answers to questions asked on the interview. | PD:028 Interview for a job (PQ) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:028, Interview for a job</i> |
| 9. Explain the differences between online and in-person job applications. | PD:027 Complete a job application (PQ) | |
| 10. Explain why proofreading the application before submitting it is important. | PD:027 Complete a job application (PQ) | |
| Competency F: Cover Letters | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. Explain a cover letter. | PD:030 Write a letter of application (CS) | <i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:030, Write a letter of application</i> |

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| <p>2. Explain the reason for sending a cover letter for a job application.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:030, Write a letter of application</i></p> |
| <p>3. Explain why a cover letter must be customized for different job openings.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:030, Write a letter of application</i></p> |
| <p>4. Explain why research is important when writing a cover letter.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>**Just for You! PD:030, Write a letter of application</i></p> |
| <p>5. Describe key action words in cover letters to get the interviewer's attention.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>**Just for You! PD:030, Write a letter of application</i></p> |
| <p>6. Explain the format of a cover letter.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:030, Write a letter of application</i></p> |
| <p>7. Explain why it is essential to proofread the cover letter.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>**Just for You! PD:030, Write a letter of application</i></p> |
| <p>8. Define the information that should be included in the cover letter.</p> | <p>PD:030 Write a letter of application (CS)</p> | <p><i>*MS Career Exploration Package: You're Hired (Job Search Strategies) Module</i> <i>**Just for You! PD:030, Write a letter of application</i></p> |

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| Competency G: Resumes | MBA Research Performance Indicators | LAPs |
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| Task / Skill | | |
| 1. Define a resume. | PD:031 Prepare a resume (CS) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module **Just for You! PD:031, Prepare a resume |
| 2. List competencies (teamwork, responsibility, commercial awareness, decision making, leadership, communication, trustworthiness, problem solving, ethical standards) to include in a resume. | PD:031 Prepare a resume (CS) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module **Just for You! PD:031, Prepare a resume |
| 3. List the sections for effective resumes. | PD:031 Prepare a resume (CS) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module **Just for You! PD:031, Prepare a resume |
| 4. Describe the standard format for a resume. | PD:031 Prepare a resume (CS) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module **Just for You! PD:031, Prepare a resume |
| 5. Explain the importance of including work experience and internships in the resume. | PD:031 Prepare a resume (CS) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module **Just for You! PD:031, Prepare a resume |
| 6. Define 'work gaps' in the resume and strategies to fill those gaps. | PD:031 Prepare a resume (CS) | **Just for You! PD:031, Prepare a resume |

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| 7. List relevant keywords that should be included in an effective resume. | PD:031 Prepare a resume (CS) | **Just for You! PD:031, Prepare a resume |
| 8. Define an objective for a resume. | PD:031 Prepare a resume (CS) | **Just for You! PD:031, Prepare a resume |
| 9. Explain the importance of limiting a resume to one page. | PD:031 Prepare a resume (CS) | **Just for You! PD:031, Prepare a resume |
| 10. Explain the differences between a chronological, functional, and combination resume. | PD:031 Prepare a resume (CS) | **Just for You! PD:031, Prepare a resume |
| Competency H: Interviews | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. List the documents and information needed when going on an interview. | PD:028 Interview for a job (PQ) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module **Just for You! PD:028, Interview for a job |
| 2. Describe a professional dress code for a job interview. | PD:002 Maintain appropriate personal appearance (PQ) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module LAP-PD-002 Look Good, Feel Good (Personal Appearance) |
| 3. Explain the importance of a firm handshake. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 4. Explain cell phone protocol for an interview. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 5. Explain the importance of arriving on time for the interview. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 6. Explain waiting room procedures before going in to the interview. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |

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| 7. Describe mannerisms that are negative during an interview. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 8. Explain the importance of being on time to an interview. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 9. Explain why the time of an interview makes a difference on results. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 10. Explain the importance of sending a thank you immediately following the interview. | PD:029 Write a follow-up letter after job interviews (CS) | *MS Career Exploration Package: You're Hired (Job Search Strategies) Module |
| 11. Explain the importance of greeting the receptionist or driver when going on an interview. | PD:028 Interview for a job (PQ) | **Just for You! PD:028, Interview for a job |
| 12. Explain conservative business clothing colors for an interview. | PD:002 Maintain appropriate personal appearance (PQ) | LAP-PD-002 Look Good, Feel Good (Personal Appearance) |
| Explain the Competency I: Employability Skills | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. Explain the importance of clear communication skills. | EI:007 Explain the nature of effective communications (PQ) | *MS Career Exploration Package: On the Same Page (Communication Skills) Module *LAP-EI-140 More Than Just Talk (Effective Communication) |
| 2. Describe the importance of writing skills. | CO:016 Explain the nature of effective written communications (CS) | *MS Career Exploration Package: On the Same Page (Communication Skills) Module |
| 3. Explain the importance of proper netiquette. | | |

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| 4. Define soft skills needed for success. | EI:001 Describe the nature of emotional intelligence (PQ) EI:018 Identify desirable personality traits important to business (PQ) | *LAP-EI-001 <i>EQ and You (Emotional Intelligence)</i> LAP-EI-918 <i>You've Got Personality (Personality Traits in Business)</i> |
| 5. Explain professionalism in the work place. | EI:001 Describe the nature of emotional intelligence (PQ) EI:018 Identify desirable personality traits important to business (PQ) | *LAP-EI-001 <i>EQ and You (Emotional Intelligence)</i> LAP-EI-918 <i>You've Got Personality (Personality Traits in Business)</i> |
| 6. Explain the importance of teamwork at the work place. | EI:037 Foster positive working relationships (CS) | *LAP-EI-037 <i>Can You Relate? (Fostering Positive Working Relationships)</i> |
| 7. Explain the need for critical thinking. | PD:017 Make decisions (CS) | *LAP-PD-017 <i>Weigh Your Options (Decision-Making)</i> |
| 8. Explain the importance of computer skills. | | |
| 9. Describe the impact of motivation in the work place. | EI:059 Motivate team members (SP) | *LAP-EI-059 <i>Raise Them Up (Motivating Others)</i> |
| 10. Explain the importance of flexibility to learn new skills. | EI:006 Demonstrate adaptability (CS) | *LAP-EI-006 <i>Go With the Flow (Demonstrating Adaptability)</i> |
| 11. Describe the impact of enthusiasm in the work place. | EI:020 Demonstrate interest and enthusiasm (PQ) | |

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| Competency J: Aptitude | MBA Research Performance Indicators | LAPs |
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| Task / Skill | | |
| 1. Define aptitude. | PD:023 Identify tentative occupational interest (CS) | |
| 2. Explain the relationship between aptitude and job description. | PD:023 Identify tentative occupational interest (CS) | |
| 3. Explain how an aptitude assessment can help individuals choose a career. | PD:023 Identify tentative occupational interest (CS) | |
| 4. Explain how aptitude tests are related to different job roles. | HR:522 Explain assessment methods used in the hiring process (SP) | |
| 5. Define types of aptitude tests: cognitive ability, numerical reasoning, diagrammatic, situational, judgement, verbal reasoning, inductive reasoning. | HR:522 Explain assessment methods used in the hiring process (SP) | |
| 6. Explain how human resource departments use aptitude tests to hire employees. | HR:522 Explain assessment methods used in the hiring process (SP) | |
| Competency K: Career Interests | MBA Research Performance Indicators | LAPs |
| Task / Skill | | |
| 1. List informative resources to learn about different career interests. | PD:022 Identify sources of career information (CS) | |
| 2. Explain the impact of job shadowing and internships to learn about careers. | PD:032 Describe techniques for obtaining work experience (e.g., volunteer activities, internships) (PQ) | |
| 3. Explain the benefits of matching your interests to your career choice. | PD:023 Identify tentative occupational interest (CS) | <i>*MS Career Exploration Package: Find Your Passion (Interests and Hobbies) Module</i> |
| 4. Describe how choosing a career is related to exploring personal interests. | PD:023 Identify tentative occupational interest (CS) | <i>*MS Career Exploration Package: Find Your Passion (Interests and Hobbies) Module</i> |

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| 5. Explain the difference between a job and a career. | PD:023 Identify tentative occupational interest (CS) | |
| 6. Explain how to research educational requirements for different careers. | PD:022 Identify sources of career information (CS) | |
| 7. Describe the value of interviewing career professionals to learn more about your interests. | PD:022 Identify sources of career information (CS) | |

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