



## Checklist By Phase

Appendix C contains a checklist of the competencies at each developmental phase.

Each of the checklists can be modified for a variety of purposes. You can use them:

- to assess an individual's level of mastery of the career management competencies at various phases, and
- as a self-assessment tool for learners/clients.

Some learners will need assistance with making these judgements. Others may be unfamiliar with the terminology used to describe career management competencies. Others, with lower language and literacy levels, will require the form to be modified.

The checklists can also be used for various recording purposes.

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

AREA A: PERSONAL MANAGEMENT – PHASE I  
MASTERY

CIRCLE YOUR LEVEL OF

COMPETENCY 1	Build and maintain a positive self concept			
<b>1.1</b>	<b>Build a positive self concept while discovering its influence on yourself and others</b>	Low	Medium	High
COMPETENCY 2	Interact positively and effectively with others			
<b>2.1</b>	<b>Develop abilities for building positive relationships In life</b>	Low	Medium	High
COMPETENCY 3	Change and grow throughout life			
<b>3.1</b>	<b>Discover that change and growth are part of life</b>	Low	Medium	High
COMPETENCY 4	Participate in lifelong learning supportive of career goals			
<b>4.1</b>	<b>Discover lifelong learning and its contribution to life and work</b>	Low	Medium	High

AREA B: LEARNING AND WORK EXPLORATION – PHASE I  
LEVEL OF MASTERY

CIRCLE YOUR

COMPETENCY 5	Locate and effectively use career information			
<b>5.1</b>	<b>Understand the nature of career information</b>	Low	Medium	High
COMPETENCY 6	Understand the relationship between work, society and the economy			
<b>6.1</b>	<b>Discover how work contributes to individuals' lives</b>	Low	Medium	High

AREA C: CAREER BUILDING – PHASE I  
MASTERY

CIRCLE YOUR LEVEL OF

COMPETENCY 7	Secure/create and maintain work			
<b>7.1</b>	<b>Explore effective ways of working</b>	Low	Medium	High
COMPETENCY 8	Make career enhancing decisions			
<b>8.1</b>	<b>Explore and improve decision-making</b>	Low	Medium	High
COMPETENCY 9	Maintain balanced life and work roles			
<b>9.1</b>	<b>Explore and understand the interrelationship of life roles</b>	Low	Medium	High

COMPETENCY 10	Understand the changing nature of life and work roles			
<b>10.1</b>	<b>Discover the nature of gendered life and work roles</b>	Low	Medium	High
COMPETENCY 11	Understand, engage in and manage the career building process			
<b>11.1</b>	<b>Explore the underlying concepts of the career building process</b>	Low	Medium	High

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AREA A: PERSONAL MANAGEMENT – PHASE II  
MASTERY

CIRCLE YOUR LEVEL OF

COMPETENCY 1 Build and maintain a positive self concept

**1.2 Build a positive self concept and understand its influence on life and work** Low Medium High

COMPETENCY 2 Interact positively and effectively with others

**2.2 Develop additional abilities for building positive relationships in life** Low Medium High

COMPETENCY 3 Change and grow throughout life

**3.2 Learn to respond to change and growth** Low Medium High

COMPETENCY 4 Participate in lifelong learning supportive of career goals

**4.2 Link lifelong learning to personal career aspirations** Low Medium High

AREA B: LEARNING AND WORK EXPLORATION – PHASE II  
LEVEL OF MASTERY

CIRCLE YOUR

COMPETENCY 5 Locate and effectively use career information

**5.2 Locate and use career information** Low Medium High

COMPETENCY 6 Understand the relationship between work, society and the economy

**6.2 Understand how work contributes to the community** Low Medium High

AREA C: CAREER BUILDING – PHASE II  
MASTERY

CIRCLE YOUR LEVEL OF

COMPETENCY 7 Secure/create and maintain work

**7.2 Develop qualities to seek and obtain/create work** Low Medium High

COMPETENCY 8 Make career enhancing decisions

**8.2 Link decision-making to career building** Low Medium High

COMPETENCY 9	Maintain balanced life and work roles			
<b>9.2</b>	<b>Explore and understand the interrelationship between life and work roles</b>	Low	Medium	High
COMPETENCY 10	Understand the changing nature of life and work roles			
<b>10.2</b>	<b>Explore non-traditional life and work options</b>	Low	Medium	High
COMPETENCY 11	Understand, engage in and manage the career building process			
<b>11.2</b>	<b>Understand and experience the career building process</b>	Low	Medium	High

**NAME:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

AREA A: PERSONAL MANAGEMENT – PHASE III

CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 1 Build and maintain a positive self concept

**1.3 Develop abilities to maintain a positive self concept** Low Medium High

COMPETENCY 2 Interact positively and effectively with others

**2.3 Develop abilities for building positive relationships in life and work** Low Medium High

COMPETENCY 3 Change and grow throughout life

**3.3 Learn to respond to change that affects your well-being** Low Medium High

COMPETENCY 4 Participate in lifelong learning supportive of career goals

**4.3 Link lifelong learning to the career building process** Low Medium High

AREA B: LEARNING AND WORK EXPLORATION – PHASE III

CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 5 Locate and effectively use career information

**5.3 Locate and evaluate a range of career information sources** Low Medium High

COMPETENCY 6 Understand the relationship between work, society and the economy

**6.3 Understand how societal needs and economic conditions influence the nature and structure of work** Low Medium High

AREA C: CAREER BUILDING – PHASE III      CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 7	Secure/create and maintain work			
<b>7.3</b>	<b>Develop abilities to seek, obtain/create and maintain work</b>	Low	Medium	High
COMPETENCY 8	Make career enhancing decisions			
<b>8.3</b>	<b>Engage in career decision-making</b>	Low	Medium	High
COMPETENCY 9	Maintain balanced life and work roles			
<b>9.3</b>	<b>Link lifestyles and life stages to career building</b>	Low	Medium	High
COMPETENCY 10	Understand the changing nature of life and work roles			
<b>10.3</b>	<b>Understand and learn to overcome stereotypes in your career building</b>	Low	Medium	High
COMPETENCY 11	Understand, engage in and manage the career building process			
<b>11.3</b>	<b>Take charge of your career building process</b>	Low	Medium	High

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

AREA A: PERSONAL MANAGEMENT – PHASE IV

CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 1 Build and maintain a positive self concept

**1.4 Improve abilities to maintain a positive self concept** Low Medium High

COMPETENCY 2 Interact positively and effectively with others

**2.4 Improve abilities for building positive relationships in life and work** Low Medium High

COMPETENCY 3 Change and grow throughout life

**3.4 Develop strategies for responding positively to life and work changes** Low Medium High

COMPETENCY 4 Participate in lifelong learning supportive of career goals

**4.4 Participate in continuous learning supportive of career goals** Low Medium High

AREA B: LEARNING AND WORK EXPLORATION – PHASE IV

CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 5 Locate and effectively use career information

**5.4 Use career information effectively in the management of your career** Low Medium High



COMPETENCY 6	Understand the relationship between work, society and the economy			
<b>6.4</b>	<b>Incorporate your understanding of changing economic, social and employment conditions into your career planning.</b>	Low	Medium	High

AREA C: CAREER BUILDING – PHASE IV

CIRCLE YOUR LEVEL OF MASTERY

COMPETENCY 7	Secure/create and maintain work			
<b>7.4</b>	<b>Improve on abilities to seek, obtain/create and maintain work</b>	Low	Medium	High

COMPETENCY 8	Make career enhancing decisions			
<b>8.4</b>	<b>Incorporate realism into your career decision-making</b>	Low	Medium	High

COMPETENCY 9	Maintain balanced life and work roles			
<b>9.4</b>	<b>Incorporate life / work balance into the career building process</b>	Low	Medium	High

COMPETENCY 10	Understand the changing nature of life and work roles			
<b>10.4</b>	<b>Seek to eliminate gender bias and stereotypes in your career building</b>	Low	Medium	High

COMPETENCY 11	Understand, engage in and manage the career building process			
<b>11.4</b>	<b>Manage your career building process</b>	Low	Medium	High