

FBLA MS: Career Exploration

Competency A: Career Planning /Career Plans	MBA Research Performance Indicators	LAPs
Task / Skill		
1. Determine the expenses that you will incur each month when you are on your own.	FI:066 Develop personal budget (CS)	
2. Calculate how much to spend on your lifestyle.	FI:066 Develop personal budget (CS)	
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)	
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)	LAP-EI-902 Assess for Success (Assessing Personal Strengths and Weaknesses)
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)	LAP-PD-918 Go for the Goal (Goal Setting)
2. Explain the importance of setting specific realistic career goals.	PD:018 Set personal goals (CS)	LAP-PD-918 Go for the Goal (Goal Setting)
3. Match career goals to personal strengths.	PD:023 Identify tentative occupational interest (CS)	
4. Describe maps to reach career goals.	PD:018 Set personal goals (CS) PD:034 Explain possible advancement patterns for jobs (PQ)	LAP-PD-918 Go for the Goal (Goal Setting)
5. Explain the difference between short-term and long-term goals.	PD:018 Set personal goals (CS)	LAP-PD-918 Go for the Goal (Goal Setting)
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)	LAP-PD-918 Go for the Goal (Goal Setting)
8. Explain the importance of writing goals down.	PD:018 Set personal goals (CS)	LAP-PD-918 Go for the Goal (Goal Setting)
9. Visualize success associated with career goals.	EI:063 Determine personal vision (CS)	LAP-EI-063 Picture This! (Determining Personal Vision)
10. Define professional networking.	PD:037 Use networking techniques to identify employment opportunities (SP)	
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)	

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)
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)	
2. Polish online personal presentation.	PD:031 Prepare a resume (CS)	
3. Explain the importance of your professional network.	PD:037 Use networking techniques to identify employment opportunities (SP)	
4. Set goals for job applications and interviews.	PD:026 Utilize job-search strategies (PQ)	
5. Understand the importance of sending effective business e-mail messages.	CO:090 Write professional emails (CS)	
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)	
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)	
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)	
4. Outline the major parts of a resume.	PD:031 Prepare a resume (CS)	
5. Explain the reason and information for a cover letter.	PD:030 Write a letter of application (CS)	
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)	
7. List the personal information you may be asked when applying for a job.	PD:027 Complete a job application (PQ)	

8. Explain the importance of truthful answers to questions asked on the interview.	PD:028 Interview for a job (PQ)	
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)	
2. Explain the reason for sending a cover letter for a job application.	PD:030 Write a letter of application (CS)	
3. Explain why a cover letter must be customized for different job openings.	PD:030 Write a letter of application (CS)	
4. Explain why research is important when writing a cover letter.	PD:030 Write a letter of application (CS)	
5. Describe key action words in cover letters to get the interviewer's attention.	PD:030 Write a letter of application (CS)	
6. Explain the format of a cover letter.	PD:030 Write a letter of application (CS)	
7. Explain why it is essential to proofread the cover letter.	PD:030 Write a letter of application (CS)	
8. Define the information that should be included in the cover letter.	PD:030 Write a letter of application (CS)	

Competency G: Resumes	MBA Research Performance Indicators	LAPs
Task / Skill		
1. Define a resume.	PD:031 Prepare a resume (CS)	
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)	
3. List the sections for effective resumes.	PD:031 Prepare a resume (CS)	
4. Describe the standard format for a resume.	PD:031 Prepare a resume (CS)	
5. Explain the importance of including work experience and internships in the resume.	PD:031 Prepare a resume (CS)	
6. Define 'work gaps' in the resume and strategies to fill those gaps.	PD:031 Prepare a resume (CS)	
7. List relevant keywords that should be included in an effective resume.	PD:031 Prepare a resume (CS)	
8. Define an objective for a resume.	PD:031 Prepare a resume (CS)	
9. Explain the importance of limiting a resume to one page.	PD:031 Prepare a resume (CS)	
10. Explain the differences between a chronological, functional, and combination resume.	PD:031 Prepare a resume (CS)	
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)	
2. Describe a professional dress code for a job interview.	PD:002 Maintain appropriate personal appearance (PQ)	LAP-PD-002 Look Good, Feel Good (Personal Appearance)
3. Explain the importance of a firm handshake.	PD:028 Interview for a job (PQ)	

4. Explain cell phone protocol for an interview.	PD:028 Interview for a job (PQ)	
5. Explain the importance of arriving on time for the interview.	PD:028 Interview for a job (PQ)	
6. Explain waiting room procedures before going in to the interview.	PD:028 Interview for a job (PQ)	
7. Describe mannerisms that are negative during an interview.	PD:028 Interview for a job (PQ)	
8. Explain the importance of being on time to an interview.	PD:028 Interview for a job (PQ)	
9. Explain why the time of an interview makes a difference on results.	PD:028 Interview for a job (PQ)	
10. Explain the importance of sending a thank you immediately following the interview.	PD:029 Write a follow-up letter after job interviews (CS)	
11. Explain the importance of greeting the receptionist or driver when going on an interview.	PD:028 Interview for a job (PQ)	
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)	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)	
3. Explain the importance of proper netiquette.		

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 EQ and You (Emotional Intelligence) LAP-EI-918 You've Got Personality (Personality Traits in Business)
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 EQ and You (Emotional Intelligence) LAP-EI-918 You've Got Personality (Personality Traits in Business)
6. Explain the importance of teamwork at the work place.	EI:037 Foster positive working relationships (CS)	LAP-EI-037 Can You Relate? (Fostering Positive Working Relationships)
7. Explain the need for critical thinking.	PD:017 Make decisions (CS)	LAP-PD-017 Weigh Your Options (Decision-Making)
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 Raise Them Up (Motivating Others)
10. Explain the importance of flexibility to learn new skills.	EI:006 Demonstrate adaptability (CS)	LAP-EI-006 Go With the Flow (Demonstrating Adaptability)
11. Describe the impact of enthusiasm in the work place.	EI:020 Demonstrate interest and enthusiasm (PQ)	
Competency J: Aptitude	MBA Research Performance Indicators	LAPs
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)	
4. Describe how choosing a career is related to exploring personal interests.	PD:023 Identify tentative occupational interest (CS)	
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)	