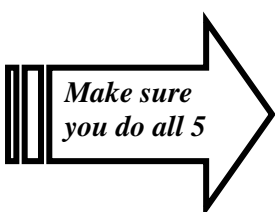


Checklist for Rich Task

Name:

1. Self-Evaluation		☺
Documentation: Inventories		
An inventory for interests		
An inventory for values		
An inventory for abilities / skills		
An inventory for		
An inventory for		
An inventory for		
A list of varied career choices – in priority order (Deciding – in myfuture.com)		
Other:		
Realistic self-evaluation		
Self-evaluated, in my own words, my interests , and how they relate to preferred work		
Self-evaluated, in my own words, my values , and how they relate to preferred work		
Self-evaluated, in my own words, my abilities / skills , and how they relate to preferred work		
Self-evaluated, in my own words, my achievements , and how they relate to preferred work		
Self-evaluated, in my own words, my aptitudes , and how they relate to preferred work		
Evidence / proof - Community Link		
One source of proof, e.g., reference, report, certificate, quote from someone		
A second source of proof from a different place / person		
Referencing		
List of websites used		
Presentation		
I have presented this section using (please circle) a chart, printouts, word-processed documents, website, PowerPoint, Producer, Visio, Inspiration, Other.....		



- 🚩 **Interests:** what you are interested in / like doing
- 🚩 **Values:** what you believe in
- 🚩 **Abilities / Skills:** what you can do / what you have learnt to do
- 🚩 **Achievements:** what you have done
- 🚩 **Aptitudes:** what you lean towards doing / natural abilities

2. Options (realistic and achievable)		☺
Note-Taking		
Completed note-taking for one career choice		
Completed note-taking for a second career choice		
Completed note-taking for a third career choice		
Presentation of options – Career 1		
Aligns with my self-evaluation and inventories		
Discussed the nature of the career – as in notes above – use the headings		
Discussed what would help / hinder me from accessing the job / pursuing a career / studying		
🚩 geographic, social and economic factors		
🚩 local and / or global economy		
🚩 how privilege might assist me		
🚩 possible uncertainties of the career		

Presentation of options – Career 2	
Aligns with my self-evaluation and inventories	
Discussed the nature of the career – as in notes above – use the headings	
Discussed what would help / hinder me from accessing the job / pursuing a career / studying	
✚ geographic, social and economic factors	
✚ local and / or global economy	
✚ how privilege might assist me	
✚ possible uncertainties of the career	
Presentation of options – Career 3	
Aligns with my self-evaluation and inventories	
Discussed the nature of the career – as in notes above – use the headings	
Discussed what would help / hinder me from accessing the job / pursuing a career / studying	
✚ geographic, social and economic factors	
✚ local and / or global economy	
✚ how privilege might assist me	
✚ possible uncertainties of the career	
Presentation	
I have presented this section using (please circle)	
✚ A chart, printouts, word-processed documents, website, PowerPoint, Producer, Visio, Inspiration, Other.....	

3. Documented Planning		☺
Flow Chart shows		
✚ Long-range planning – 10 years – age 25? Or 2016?		
✚ Short (1 - 3 yrs) , medium (4 - 6 yrs) and long (7 – 10 yrs) term plans		
✚ I can be flexible and adaptive		
✚ Realistic ideas		
✚ Detail and depth		
✚ EITHER different ways of leading to 3 careers OR different ways of getting to the same place		
I have presented this section using (please circle)		
✚ Visio, Inspiration, Word, Publisher, hand-drawn chart, Other.....		
Resume shows		
✚ Suggested headings		
✚ Word processed – suitable fonts + styles + sizes		
✚ Correct spelling and punctuation		
✚ Professional layout		
✚ Truthful statements		
✚ EITHER a reference from an outside source OR a list of referees (names, addresses, phone numbers)		

4. Overall Presentation		☺
Presented in correct order		
Uses similar layout / fonts / colours / layout / feel		
Flows easily, and is linked together		
Uses lots of headings – makes it easy to read		
Title pages / Table of Contents / hyperlinks – depending on your presentation		
<i>Shows zeal and passion !!!!!!!</i>		