



Vocabulary and Unit Review for this unit can be found on the [Unit Review Page](#) and in the [NGPF Personal Finance Dictionary](#)

Career Exploration

Students will be able to:

- Explore different available career pathways
- Differentiate between hard skills and soft skills
- Recognize how different careers can be connected by similar skill sets

Resources: [Lesson Guide](#)
[Student Activity Packet](#)

National Standards for Personal Financial Education:

Earning Income

- 3a: Evaluate the costs and benefits of investing in additional education or training
- 4a: Identify different types of jobs and careers where wages and salaries depend on a worker's productivity and skills
- 4b: Explain why wages or salaries vary among employees in different types of jobs and among workers in the same jobs

Finding a Job

Students will be able to:

- Differentiate between different types of job boards
- Assess how online job boards and websites can be helpful to find different types of jobs
- Explain the importance of different sections within a job posting
- Summarize how LinkedIn can be helpful in searching for a job
- Analyze how face-to-face networking is important in the job search process
- Demonstrate the ability to read and find important information in a job posting

Resources: [Lesson Guide](#)
[Student Activity Packet](#)

National Standards for Personal Financial Education Standards:

Earning Income

- 1a: Research potential income and employee benefit packages that are likely to be offered to new employees by various companies, government agencies, or not-for profit organizations
- 1b: Explain why people should evaluate employee benefits in addition to wages and salaries when choosing between job and career opportunities

- 2b: Describe how intangible benefits can affect a worker's career choices and income
 - 2c: Evaluate the tradeoffs between income and non-income factors when making career or job choices
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Resumes and Cover Letters

Students will be able to:

- Explain what a resume and cover letter are and how they are used in the hiring process
- Analyze the strengths and weaknesses of sample young adults' resumes and cover letters

Resources: [Lesson Guide](#)
[Student Activity Packet](#)

National Standards for Personal Financial Education:

This lesson does not align with National Standards for Personal Financial Education

The Interview

Students will be able to:

- Analyze best practices in interviewing
- Explain how to have a successful virtual interview
- Apply best practices in interviewing to answer common interview questions
- Summarize what actions should be taken after an interview

Resources: [Lesson Guide](#)
[Student Activity Packet](#)

National Standards for Personal Financial Education Standards:

This lesson does not align with National Standards for Personal Financial Education

Starting a New Job

Students will be able to:

- Recognize common employer benefits
- Complete employee paperwork to initiate tax withholdings, direct deposit, health insurance, and 401(k) contributions
- Consider strategies for ongoing career development

Resources: [Lesson Guide](#)
[Student Activity Packet](#)

National Standards for Personal Financial Education Standards:

Earning Income

- 1b: Explain why people should evaluate employee benefits in addition to wages and salaries when choosing between job and career opportunities
- 1d: Examine the benefits of participating in employer sponsored retirement savings plans and

- healthcare savings plans
 - 2c: Evaluate the tradeoffs between income and non-income factors when making career or job choices
 - 7c: Differentiate between gross, net, and taxable income
 - 9a: Complete IRS Form W-4
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7.0 Unit Assessments

Teachers, you can access unit assessments on the corresponding [Unit Page](#). You will need to be logged into your Teacher Account.

Unit Assessment Includes:

- 25 Multiple Choice
- 5 Short Answer
- 1 Essay