



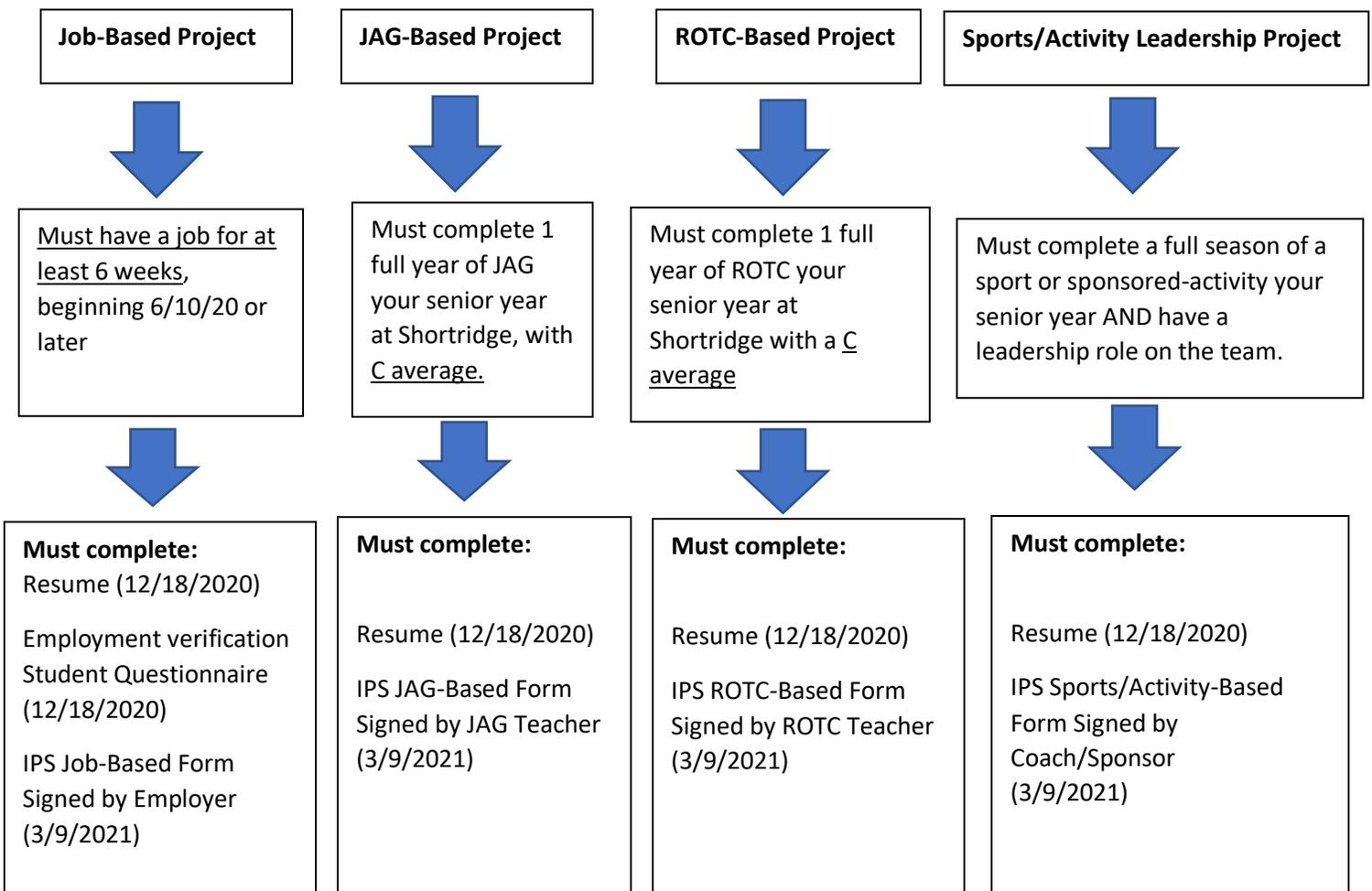
## Graduation Pathways: Employability Project Flow-Chart (Class of 2021)

\*Revised 9/25/2020

**For students who have not passed ISTEP and need "Bucket 2" (Employability Skills) portion of Graduation Pathways**

**Step 1:** Choose either a Work-Based Project or Service-Based Project (CAS- DP or SL- CP) by **October 19th, 2020 in ATL.**

**Step 2:** If selecting **Work-Based**, choose one of the following paths:



**Step 3:** Submit all required service-based (CAS/SL) learning materials on Managebac by **March 9, 2021.** You may utilize scanners in the Future Center. Submit complete work-based portfolio to Counselor or Graduation Coach by March 9, 2021. Once complete portfolios are received, they will be reviewed by the Principal and you will be notified of approval in May.

## Details for Work-Based Materials

**Resume** (Finish by 12/18/2020): Your resume is a personalized way to tell potential employers about your skills and experience. Since your resume is personalized, there is no “right” or “wrong” way to make a resume, although there are templates available on Microsoft Word and Naviance Student. All resumes should include details about any skills you have, relevant experience, and details about your education.

**Employment Verification Student Questionnaire** (Job-Based ONLY-Finish by 12 /18/2020): This is a reflection of your current employment experience. The questions should be answered thoroughly and be well thought out (at least a paragraph for each response)

1. What are your primary roles and responsibilities at your place of employment/internship?
2. What is the biggest challenge that you experienced in your workplace?
3. What are you most proud of in your job and why?
4. Do you communicate differently with supervisors/coworkers at your job than you do at home or with friends?  
Why or why not?

**IPS Verification Form** (Finish by 3/5/2021)- Depending on which Work-Based path you choose, there will be an IPS form that needs to be signed. Please retrieve the form you need from your ATL teacher or Student Services Department. These forms usually require feedback so give the person filling out the form plenty of time to get it done by your deadline.