



2023 – 2024

JOBREADY.
indy

DOE & DWD CROSSWALK

jobreadyindy.org



Employ[★]Indy

WELCOME TO JRI

Job Ready Indy was developed in collaboration by Indianapolis Mayor Joe Hogsett's Office, EmployIndy, the Indy Chamber, and various employers and community organizations from across Marion County. Since its launch in 2018, JRI has served over 3,700 participants through intensive in-person discussions and comprehensive enrichment activities.

Job seekers of all ages complete the online employability skills curriculum, earning badges in six different categories that span across the continuum of in-demand employability skills, created in alignment with Indiana's Department of Education (DOE) and Indiana Department of Workforce Development (DWD)'s Employability Skills Standards.

No matter how much experience one may have in the workforce, JRI helps workers of all levels to fortify the skills they need to advance their professional portfolios and take their careers to the next level. Employers can hire with confidence knowing that Job Ready Indy participants have the foundational employability skills needed for today's workplace.

The following crosswalk shows how JRI has been developed to align with the 2019 Employability Skill Standards set by the DOE and DWD.



INTRODUCTION TO JRI

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Technical Tutorial of Content	Learn	Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Effective Communication: 9-10.LS.1 Effective Communication: 9-10.LS.3 Initiative: 9-10.LS.8 Initiative: 11-12.LS.11 Professionalism: 11-12.WE.8 Time Management/Organization: 9-10.WE.4



MINDSETS

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Lifelong Learning	Activity	Lifelong Learning: 9-10.M.1 Lifelong Learning: 9-10.M.2 Lifelong Learning: 11-12.M.1 Lifelong Learning: 11-12.M.2
Growth Mindset	Learn	Lifelong Learning: 9-10.M.1 Lifelong Learning: 9-10.M.2 Lifelong Learning: 11-12.M.1 Lifelong Learning: 11-12.M.2
	Activity	Lifelong Learning: 9-10.M.1 Lifelong Learning: 9-10.M.2 Lifelong Learning: 11-12.M.2
Self Confidence	Learn	Self-Confidence: 9-10.M.3 Self-Confidence: 11-12.M.3
	Activity	Self-Confidence: 9-10.M.3 Self-Confidence: 11-12.M.3



SELF-MANAGEMENT

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Time Management & Organization	Learn	Time Management/Organization: 9-10.WE.4 Time Management/Organization: 11-12.WE.5
	Activity	Regulation: 9-10.SE.2 Time Management/Organization: 9-10.WE.4 Time Management/Organization: 11-12.WE.5
Persistence	Learn	Perseverance: 9-10.WE.3 Perseverance: 11-12.WE.4
Adaptability	Learn	Adaptability: 11-12.WE.6 Adaptability: 9-10.WE.5
	Activity	Adaptability: 9-10.WE.5 Adaptability: 11-12.WE.6
Independence & Self-Discipline	Learn	Independence: 9-10.WE.2 Independence: 11-12.WE.2 Self Discipline: 9-10.WE.1 Self Discipline: 11-12.WE.1
	Learn	Integrity: 9-10.WE.6 Integrity: 11-12.WE.7
Integrity	Activity	Integrity: 9-10.WE.6 Integrity: 11-12.WE.7
	Learn	Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8 Regulation: 9-10.SE.2 Regulation: 11-12.SE.1
Professionalism	Activity	Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8



LEARNING STRATEGIES

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Effective Communication & Attention to Detail	Skill Introduction	Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Effective Communication: 9-10.LS.2 Effective Communication: 11-12.LS.2
	Learn	Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Effective Communication: 9-10.LS.2 Effective Communication: 11-12.LS.2
	Activity	Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Effective Communication: 9-10.LS.2 Effective Communication: 11-12.LS.2
Initiative	Skill Introduction	Initiative: 9-10.LS.8 Initiative: 11-12.LS.11
	Learn	Initiative: 9-10.LS.8 Initiative: 11-12.LS.11
	Activity	Initiative: 9-10.LS.8 Initiative: 11-12.LS.11
Aptitude & Awareness	Skill Introduction	Aptitude Awareness: 11-12.LS.4
	Learn	Aptitude Awareness: 9-10.LS.5
	Activity	Aptitude Awareness: 9-10.LS.5 Time Management/Organization: 11-12.WE.5
Decision Making & Problem Solving	Learn	Decision-Making: 9-10.LS.7 Decision-Making: 11-12.LS.9 Decision-Making: 11-12.LS.10 Problem Solving: 9-10.LS.10 Problem Solving: 9-10.LS.11 Problem Solving: 11-12.LS.13 Problem Solving: 11-12.LS.14



SOCIAL SKILLS

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Collaboration	Skill Introduction	Collaboration: 11-12.SE.5
	Learn	Collaboration: 9-10.SE.6 Collaboration: 11-12.SE.5 Connection: 9-10.SE.3 Connection: 11-12.SE.4
	Activity	Collaboration: 9-10.SE.6 Collaboration: 11-12.SE.5 Collaboration: 11-12.SE.6 Problem Solving: 9-10.LS.11 Problem Solving: 11-12.LS.14
Connection	Skill Introduction	Aptitude Awareness: 11-12.LS.7 Connection: 9-10.SE.4
	Learn	Aptitude Awareness: 11-12.LS.7 Connection: 9-10.SE.3 Connection: 9-10.SE.4 Connection: 9-10.SE.5
	Activity	Aptitude Awareness: 11-12.LS.7 Connection: 9-10.SE.3 Connection: 9-10.SE.4 Connection: 9-10.SE.5 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Regulation: 11-12.SE.1
Regulation	Skill Introduction	Regulation: 9-10.SE.1 Regulation: 11-12.SE.1
	Learn	Collaboration: 9-10.SE.7 Collaboration: 11-12.SE.5 Collaboration: 11-12.SE.6 Connection: 9-10.SE.5 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Effective Communication: 11-12.LS.2



SOCIAL SKILLS

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
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**Regulation
continued**

Learn continued

Problem Solving: 11-12.LS.13
Regulation: 9-10.SE.1
Regulation: 11-12.SE.1

Activity

Collaboration: 9-10.SE.6
Collaboration: 9-10.SE.7
Collaboration: 11-12.SE.5
Collaboration: 11-12.SE.6
Connection: 9-10.SE.3
Connection: 9-10.SE.5
Connection: 11-12.SE.3
Effective Communication: 11-12.LS.2
Problem Solving: 11-12.LS.13
Professionalism: 9-10.WE.7
Regulation: 9-10.SE.1
Regulation: 11-12.SE.1



WORKPLACE SKILLS

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Personal Safety	Learn	Connection: 9-10.SE.4 Connection: 11-12.SE.4 Decision-Making: 11-12.LS.9 Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8 Regulation: 9-10.SE.1 Regulation: 11-12.SE.1 Self Discipline: 9-10.WE.1
	Activity	Connection: 11-12.SE.4 Connection: 9-10.SE.4 Decision-Making: 11-12.LS.9 Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8 Regulation: 9-10.SE.1 Regulation: 9-10.SE.2 Regulation: 11-12.SE.1 Self Discipline: 9-10.WE.1
Employee Handbook	Skill Introduction	Regulation: 9-10.SE.1 Regulation: 9-10.SE.2 Regulation: 11-12.SE.1
	Activity	Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Decision-Making: 9-10.LS.7 Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8 Self Discipline: 9-10.WE.1
Feedback in the Workplace	Skill Introduction	Lifelong Learning: 9-10.M.2 Self-Confidence: 9-10.M.3
	Learn	Lifelong Learning: 9-10.M.2 Self-Confidence: 9-10.M.3 Self Discipline: 9-10.WE.1



WORKPLACE SKILLS

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Feedback in the Workplace continued	Activity	Collaboration: 9-10.SE.6 Collaboration: 9-10.SE.7 Collaboration: 11-12.SE.6 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Lifelong Learning: 9-10.M.2 Self-Confidence: 9-10.M.3 Self Discipline: 9-10.WE.1 Professionalism: 9-10.WE.7 Regulation: 11-12.SE.1
Money Management	Learn	Adaptability: 9-10.WE.5 Adaptability: 11-12.WE.6 Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Decision-Making: 11-12.LS.8 Decision-Making: 11-12.LS.9 Independence: 9-10.WE.2 Independence: 11-12.WE.2 Lifelong Learning: 9-10.M.1 Lifelong Learning: 9-10.M.2 Lifelong Learning: 11-12.M.1 Lifelong Learning: 11-12.M.2 Perseverance: 9-10.WE.3 Problem Solving: 9-10.LS.10 Regulation: 11-12.SE.1 Self Discipline: 9-10.WE.1 Self Discipline: 11-12.WE.1 Time Management/Organization: 9-10.WE.4 Time Management/Organization: 11-12.WE.5
	Activity	Decision-Making: 11-12.LS.9 Lifelong Learning: 11-12.M.1



LAUNCH A CAREER

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Job Search	Learn	Aptitude Awareness: 9-10.LS.4 Aptitude Awareness: 9-10.LS.5 Aptitude Awareness: 11-12.LS.4 Aptitude Awareness: 11-12.LS.6 Aptitude Awareness: 11-12.LS.7 Decision-Making: 11-12.LS.8 Decision-Making: 11-12.LS.9 Initiative: 9-10.LS.8 Initiative: 11-12.LS.11 Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8
	Activity	Aptitude Awareness: 9-10.LS.4 Aptitude Awareness: 9-10.LS.5 Aptitude Awareness: 11-12.LS.4 Aptitude Awareness: 11-12.LS.6 Aptitude Awareness: 11-12.LS.7 Decision-Making: 11-12.LS.8 Decision-Making: 11-12.LS.9 Effective Communication: 9-10.LS.1 Initiative: 9-10.LS.8 Initiative: 11-12.LS.11 Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8
Interviewing	Skill Introduction	Aptitude Awareness: 11-12.LS.6
	Learn	Aptitude Awareness: 11-12.LS.6 Aptitude Awareness: 11-12.LS.4 Aptitude Awareness: 11-12.LS.7 Collaboration: 9-10.SE.6 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Decision-Making: 11-12.LS.10 Effective Communication: 9-10.LS.1 Effective Communication: 9-10.LS.2 Effective Communication: 9-10.LS.3 Effective Communication: 11-12.LS.2 Effective Communication: 11-12.LS.3 Regulation: 9-10.SE.2 Regulation: 11-12.SE.1



LAUNCH A CAREER

Name:	Section of Lesson:	9th-12th Grade DOE Employability Standards:
Interviewing continued	Activity	Aptitude Awareness: 11-12.LS.4 Aptitude Awareness: 11-12.LS.6 Aptitude Awareness: 11-12.LS.7 Collaboration: 9-10.SE.6 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Decision-Making: 11-12.LS.10 Effective Communication: 9-10.LS.1 Effective Communication: 9-10.LS.2 Effective Communication: 9-10.LS.3 Effective Communication: 11-12.LS.2 Effective Communication: 11-12.LS.3 Regulation: 9-10.SE.2 Regulation: 11-12.SE.1
Personal Branding	Learn	Aptitude Awareness: 11-12.LS.7 Attention to Detail: 9-10.LS.9, Attention to Detail: 11-12.LS.12 Collaboration: 11-12.SE.6 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Decision-Making: 11-12.LS.10 Effective Communication: 9-10.LS.3 Initiative: 11-12.LS.11 Integrity: 9-10.WE.6 Integrity: 11-12.WE.7 Professionalism: 9-10.WE.7 Professionalism: 11-12.WE.8 Regulation: 11-12.SE.1 Self Discipline: 9-10.WE.1 Self Discipline: 11-12.WE.1
	Activity	Aptitude Awareness: 11-12.LS.7 Attention to Detail: 9-10.LS.9 Attention to Detail: 11-12.LS.12 Collaboration: 11-12.SE.6 Connection: 11-12.SE.3 Connection: 11-12.SE.4 Decision-Making: 11-12.LS.10 Effective Communication: 9-10.LS.3



LAUNCH A CAREER

9th-12th Grade

DOE Employability Standards:

Name:

Section of Lesson:

**Personal Branding
continued**

Activity continued

Initiative: 11-12.LS.11
 Integrity: 9-10.WE.6
 Integrity: 11-12.WE.7
 Professionalism: 9-10.WE.7
 Professionalism: 11-12.WE.8
 Self Discipline: 9-10.WE.1
 Regulation: 11-12.SE.1
 Self Discipline: 11-12.WE.1
 Integrity: 9-10.WE.6
 Integrity: 11-12.WE.7
 Initiative: 11-12.LS.11
 Professionalism: 9-10.WE.7
 Professionalism: 11-12.WE.8
 Regulation: 11-12.SE.1
 Self Discipline: 9-10.WE.1
 Self Discipline: 11-12.WE.1

Portfolio Building

Learn

Effective Communication: 9-10.LS.1
 Effective Communication: 9-10.LS.3
 Effective Communication: 11-12.LS.1

Activity

Effective Communication: 9-10.LS.1
 Effective Communication: 9-10.LS.3
 Effective Communication: 11-12.LS.1

Online Applications

Learn

Aptitude Awareness: 9-10.LS.4
 Aptitude Awareness: 9-10.LS.5
 Aptitude Awareness: 11-12.LS.4
 Aptitude Awareness: 11-12.LS.6
 Aptitude Awareness: 11-12.LS.7
 Decision-Making: 11-12.LS.8
 Decision-Making: 11-12.LS.9
 Initiative: 9-10.LS.8,
 Initiative: 11-12.LS.11,
 Professionalism: 9-10.WE.7
 Professionalism: 11-12.WE.8

Activity

Aptitude Awareness: 9-10.LS.4
 Aptitude Awareness: 9-10.LS.5
 Aptitude Awareness: 11-12.LS.4



LAUNCH A CAREER

Name: _____ **Section of Lesson:** _____ **9th-12th Grade
DOE Employability Standards:** _____

**Online Applications
continued**

Activity continued

Aptitude Awareness: 11-12.LS.6
Aptitude Awareness: 11-12.LS.7
Decision-Making: 11-12.LS.8
Decision-Making: 11-12.LS.9
Effective Communication: 9-10.LS.1
Initiative: 9-10.LS.8
Initiative: 11-12.LS.11
Professionalism: 9-10.WE.7
Professionalism: 11-12.WE.8



GRADE 9 – 10

EMPLOYABILITY SKILLS STANDARDS

Introduction to Indiana’s Employability Skills Standards

Indiana’s Employability Skills Standards allow students to be prepared for the ever-changing needs of today’s workforce. These standards are to be implemented in the 2019-2020 school year. The expectation is for students to work through the standards in multi-subject areas.

As students move through grade levels, they will work with and experience the standards at those grade bands (K-2, 3-5, 6-8, 9-10, and 11-12). The standards are based on the National Employability Skill Standards from the Office of Career, Technical, and Adult Education (OCTAE), the Indiana Department of Workforce Development’s Employability Skills Benchmarks, and the Governor’s Work Ethic Certificate. The standards are arranged within four key areas: **Mindsets (M)**, **Work Ethic (WE)**, **Learning Strategies (LS)**, and **Social and Emotional Skills (SE)**.

MINDSETS (M)

The established set of attitudes impacting self growth.

1. Lifelong Learning

Understand that life-long learning is necessary for long-term career success; demonstrate willingness to work and learn and continually apply new knowledge.

9-10.M.1 Seek and participate in challenging learning activities related to career goals.

9-10.M.2 Able to view feedback as data that helps the learning process.

2. Self-Confidence

Possess belief in own ability to succeed; assert self when necessary; demonstrate a sense of belonging.

9-10.M.3 Demonstrate an awareness of strengths and weaknesses while accepting constructive criticism from others to improve results.

WORK ETHIC (WE)

A set of values centered on the importance of doing work and reflected especially in a desire or determination to work hard.

3. Self Discipline

Demonstrate self-control and behave in accordance with rules with minimal direction; appropriately manage potential or perceived conflict.

4. Independence

Able to successfully carry out expectations with minimal supervision; demonstrate opinion and conduct not influenced or controlled by others.

5. Perseverance

Able to delay immediate gratification for long-term rewards; demonstrate endurance, and capacity to complete tasks.

6. Time Management/Organization

Prioritize and balance school, home, work, and community activities; plan and organize long and short term goals.

7. Adaptability

Manage transitions and adapt to changing.

8. Integrity

Act in a trustworthy, honest, and transparent manner.

9. Professionalism

Use the appropriate skills and behaviors for personal and professional environments.

9-10.WE.1 Demonstrate control over self while considering the future impact of choices.

9-10.WE.2 Complete tasks or activities with minimal prompting and guidance.

9-10.WE.3 Utilize self-efficacy to plan and achieve goals.

9-10.WE.4 Demonstrate organizational skills while completing project-based learning experiences and activities.

9-10.WE.5 Able to exercise flexibility in responding to change.

9-10.WE.6 Apply ethical decision-making skills to establish and maintain responsible personal and professional relationships.

9-10.WE.7 Understand and demonstrate appropriate behavior in professional situations (i.e., attire, handshake, eye contact, communication, etc.).

LEARNING STRATEGIES (LS)

Processes and tactics students employ to aid in the cognitive work of thinking, remembering or learning.

10. Effective Communication

Apply existing and emerging academic, technological, and interpersonal skills to clearly, effectively and convincingly express ideas and messages to others appropriate to the environment.

9-10.LS.1 Write documents for a variety of purposes and audiences using varied media formats.

9-10.LS.2 Able to communicate knowledge and thinking through effective oral presentations.

9-10.LS.3 Create presentation media for a variety of audiences.

11. Aptitude Awareness

Able to identify and communicate individual interests and skills that align to potential career paths, to related coursework, and to in-demand occupations.

9-10.LS.4 Demonstrate how to conduct a job search utilizing current search engines.

9-10.LS.5 Able to acquire knowledge of various career clusters through exploration (field trips, jobsite tours, job shadows, mentors, etc.).

12. Decision-Making

Utilize critical thinking skills to make informed decisions based on options, rewards, risks, limits and goals; consider multiple perspectives.

13. Initiative

Apply self-motivation and self-direction to learning; able to self start.

14. Attention to Detail

Able to achieve thoroughness and accuracy when accomplishing a task.

15. Problem Solving

Apply critical and creative thinking skills to complex problems; evaluate causes, problems, patterns, or issues and explore workable and innovative solutions to improve situations.

9-10.LS.7 Predict outcomes to problems based on data and evidence.

9-10.LS.8 Participate in challenging learning activities and/or coursework related to career goals.

9-10.LS.9 Complete activities and assignments thoroughly and accurately.

9-10.LS.10 Able to approach problems with reasoning and logic to hypothesize results.

9-10.LS.11 Able to combine concepts in different ways to create new ideas and innovative solutions.

SOCIAL AND EMOTIONAL SKILLS (SE)

The process through which the knowledge, the attitudes, and the skills necessary to understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions is acquired.

16. Regulation

Recognize and manage one's emotions.

9-10.SE.1 Develop an awareness of personal safety skills and the consequences of irresponsible behavior.

9-10.SE.2 Come to class prepared to learn.

17. Connection

Able to have strong social awareness.

9-10.SE.3 Able to listen to others' ideas and respect different ways of being and doing.

9-10.SE.4 Begin to think critically about equity and social justice in a variety of environments and cultures.

9-10.SE.5 Able to show care for people like them and people different from them.

18. Collaboration

Able to work well with others, including in the group and teamwork environment.

9-10.SE.6 Demonstrate ability to give and receive feedback to work towards effective communication skills.

9-10.SE.7 Able to approach conflict in a collaborative manner and work toward solutions using a strength based lens that respects individual or cultural differences.

Information Sources:

DOE link: <https://www.in.gov/doi/students/indiana-academic-standards/employability-skills/>

DWD link: <https://www.in.gov/dwd/career-training-adult-ed/employability-skills/>