

Work Experience and Skills Synthesis

NAME _____ DATE _____ PERIOD _____

Part 1: Required Xello Work experiences

In ClassLink, open Xello. Go to **About Me** → **Experiences** → **Work**. Add at least one experience that actually happened and save it.

- Do not invent an experience.
- Do not enter a client name, private contact information, medical detail, or public profile link.
- If you have no experience to add or Xello does not open, tell the teacher. Complete this sheet now and finish the required save during supervised catch-up.

Completion status: **saved / teacher checked / catch-up needed**

One responsibility from a real or sample experience: _____

One Powerskill used: _____ Evidence: _____

Complete frame: "I used _ **when I** _."

Part 2: CareerOneStop Skills Matcher

Rate all 40 areas honestly. The results are suggestions based on your self-ratings, not a verdict. Do not submit a screenshot.

Fixed pair if the tool is blocked or stopped:

- **IT support specialist:** paraphrases the user's problem, asks when it happens, and records a clear support ticket.
- **Dental assistant:** listens for the person's exact concern, repeats it to confirm, and routes it to the licensed team member without diagnosing.

Record CareerOneStop as incomplete. Use this pair for the career-transfer section; do not invent assessment results.

Career suggestion or fixed career 1: _____ Skill connection: _____

Career suggestion or fixed career 2: _____ Skill connection: _____

One pattern or surprise: _____

Complete frame: "The suggestions share _ **because I rated** _ as important."

Part 3: Refine the plan

My revised SMART goal:

Time block I will protect: _____ Backup strategy: _____

Compare one skill across two careers

Transferable skill: _____

Two Week 5 activities that show this skill: _____ and _____

Career 1 and exact action: _____

Career 2 and exact action: _____

What stays the same:

What changes because the readers, tools, or stakes are different:

Final reflection

One piece of evidence I trust: _____

One next action I can complete: _____

Complete frame: "In __, **the worker uses** when __. **In** __, the same skill ____."

Done when

- ☐ I saved one real Xello Work experience or recorded catch-up.
- ☐ I recorded two Skills Matcher suggestions or used the fixed pair honestly.
- ☐ My SMART goal includes a time plan and backup.
- ☐ I named two Week 5 activities that show the skill.
- ☐ I compared one skill across two careers.