



Name: _____

January Checklist – Seniors

Soft Skill Topics: Teamwork and Work Habits

_____ Hours Documentation Form (Non-paid Employees) **OR**

_____ Hours & Wage Report (PAID Employees)

_____ Soft Skill Activities from “It’s For Real” website (see posted directions for login)

- Series II #2 “That’s Not My Job”
- Series II #8 “Were You About to Say Something?”
- Series II #16 “It Was Only a Joke”

_____ Update Resume (**Submit via Google Classroom**)

- **WBL students continuing from 1st Semester** should make needed corrections to their resumes. Please refer to the graded resume from last semester. Also add any new work experience, accolades, awards, skills, etc.
- **Students new to WBL this semester** should research professional resumes and create one. This is different than a senior resume.
 - *Directions have been included on the class website*

Assignments Due: February 5