



Career Development System Implementation Toolkit

This toolkit provides the system charts, aligned resources, and implementation tools highlighted throughout the presentation to support schools in building a connected and sustainable career development system.

Career Development as a Continuum

	1 AWARENESS	2 EXPLORATION	3 PREPARATION	4 EXPERIENCE	5 TRANSITION
FOCUS	 Building self-awareness and understanding the world of work.	 Exploring interests, pathways, and career options.	 Developing skills and knowledge to prepare for future success.	 Applying learning through real-world experiences.	 Preparing for postsecondary pathways, employment, and lifelong learning.
EXAMPLE EXPERIENCES	• Interest inventories • Career awareness activities • Career speakers • Pathway introductions • Labor market awareness	• Career research • Industry tours • Job shadowing • Pathway exploration • Postsecondary exploration • Informational interviews	• Resume building • Interview practice • Communication & teamwork • Professionalism • Digital literacy • Problem solving • Financial literacy	• Internships • Work-based learning • Service learning • Capstone projects • Mentorships • Clinicals / Practicums • Apprenticeships	• Postsecondary applications • FAFSA & financial aid support • Portfolio development • Job search support • Transition planning • Alumni connections
KEY STUDENT OUTCOMES	• Increased self-awareness • Awareness of career options • Exposure to pathways • Initial connection between school and careers	• Clearer understanding of interests and strengths • Awareness of multiple career pathways • Informed decisions about coursework and pathways	• Development of durable and professional skills • Increased confidence • Career-ready mindsets • Prepared for real-world expectations	• Real-world skill application • Stronger professional identity • Industry connections • Deeper clarity about future goals	• Ready for postsecondary education or employment • Clearer direction • Confidence in taking next steps



GOAL: Support every student in developing the knowledge, skills, experiences, and confidence to pursue their future with purpose.

1

AWARENESS & EXPLORATION RESOURCES

Supporting intentional self-awareness, career exploration, and pathway discovery experiences.



Purpose:

Help students build awareness, curiosity, confidence, and understanding of future opportunities.



FOCUS AREAS

- ✓ **Self-Awareness**
Help students identify their interests, strengths, and personal attributes.
- ✓ **Career Exploration**
Expose students to a wide range of careers, pathways, and industries.
- ✓ **Career Awareness**
Increase understanding of in-demand occupations and career opportunities.
- ✓ **Pathway & Industry Exposure**
Connect students to industry sectors, pathways, and real-world applications.
- ✓ **Labor Market Awareness**
Build knowledge of labor market trends and future job opportunities.
- ✓ **Connecting Learning to Real-World Opportunities**
Show how classroom learning connects to future careers and community needs.



EXAMPLE EXPERIENCES

-  **Career interest inventories and assessments**
Help students explore interests, strengths, and potential career matches.
-  **Pathway and career exploration activities**
Students explore career clusters and pathways through interactive activities.
-  **Career speakers and industry presentations**
Industry professionals share insights and career journeys.
-  **Industry tours and workplace visits**
Students experience the workplace and connect learning to real careers.
-  **Labor market research and career information activities**
Students explore local and statewide job trends and opportunities.



SUPPORTING NM RESOURCES

-  **Pathway2Careers (P2C)**
Interest Profiler, Career Exploration Activities, Career Cluster Resources, and Postsecondary Planning Tools.
-  **NM Resource Center for CTE**
Career-connected lessons, employability activities, pathway resources, and implementation supports.
-  **Local Partners & Community Resources**
Guest speakers, industry engagement, workplace exposure, and career-connected experiences.
Connect with business, industry, postsecondary, and community partners.
-  **New Mexico Workforce Solutions**
Labor market data, career information, and in-demand occupation resources.
-  **College & Career Planning Tools**
Postsecondary exploration, career planning, and readiness resources.



GOAL:

Students build awareness, spark curiosity, and begin connecting their interests, strengths, and learning to future career possibilities.



Seminar /
Advisory



Freshman
Transition
Courses



Pathway
Exploration
Activities



Classroom
Integration



Career Days &
Industry Events

SUGGESTED DELIVERY STRUCTURES



ACCESS ALL RESOURCES

Visit our resource page to explore all tools, activities, and materials that support this phase.

2

SKILL DEVELOPMENT & CAREER PREPARATION

Helping students develop the academic, technical, and professional skills needed for postsecondary success and the workplace.



Purpose:

Help students build the knowledge, skills, and confidence to be future-ready and career-prepared.



FOCUS AREAS

- ✓ **Communication Skills**
Build effective speaking, listening, writing, and presentation skills.
- ✓ **Professionalism**
Develop workplace habits, positive attitudes, and professional behaviors.
- ✓ **Teamwork & Collaboration**
Practice working effectively with others to solve problems and achieve goals.
- ✓ **Problem-Solving & Critical Thinking**
Strengthen analytical thinking and decision-making to overcome challenges.
- ✓ **Digital Literacy**
Build proficiency with digital tools and technology in real-world applications.
- ✓ **Career Preparation Skills**
Prepare for employment through resumes, interviews, and career planning.
- ✓ **Postsecondary Readiness**
Build skills and knowledge needed for college, training, and lifelong learning.



EXAMPLE EXPERIENCES

-  **Resume development and career portfolios**
Students create resumes and digital portfolios highlighting skills and experiences.
-  **Mock interviews and job shadowing**
Students practice interviewing skills and explore real careers through job shadowing.
-  **Presentations and public speaking**
Students present projects and ideas to build communication and confidence.
-  **Career-connected projects and performance tasks**
Students apply skills to real-world problems and authentic scenarios.
-  **Industry-recognized credentials and certifications**
Students earn credentials that validate skills and enhance employability.
-  **Career research and planning**
Students explore career pathways and plan for postsecondary and career goals.



SUPPORTING NM RESOURCES

-  **Pathway2Careers (P2C)**
Resume activities, interview practice, career planning tools, career research, and postsecondary planning resources.
-  **NM Resource Center for CTE**
Employability skills lessons, career readiness activities, technical skill resources, and industry credential information.
-  **CTSO Programs**
Student leadership, competitive events, career development, and real-world skill building.
-  **Industry Credentials**
Credentials aligned to high-demand industries that build skills and strengthen employability.
-  **Local Workforce & Community Partners**
Mentorships, workplace experiences, training opportunities, and industry-led learning.
-  **College & Career Planning Tools**
Resources to support college readiness, FAFSA information, and next-step planning.



GOAL:

Students build transferable skills, workplace readiness, and confidence through applied learning experiences connected to career pathways and postsecondary goals.



Seminar /
Advisory



Pathway
Courses



Project-Based
Learning



Work-Based
Learning



CTSO & Career
Events

SUGGESTED DELIVERY STRUCTURES



ACCESS ALL RESOURCES

Visit our resource page to explore all tools, activities, and materials that support this phase.

3

CAREER PREPARATION & REAL-WORLD APPLICATION

Helping students apply skills through authentic experiences, workplace learning, and career-connected opportunities.



PURPOSE:

Ensure students apply and demonstrate career-ready skills through authentic experiences that support successful transitions to postsecondary and careers.



FOCUS AREAS



Work-Based Learning

Apply classroom learning in real workplaces and industry settings.



Applying Technical & Employability Skills

Demonstrate skills in authentic, career-connected tasks.



Career Planning & Postsecondary Transition

Make informed decisions and take steps toward future goals.



Networking & Professional Relationships

Connect with professionals and build relationships that open doors.



Industry Engagement & Career Connections

Engage with employers and learn about careers in demand.



Student Portfolios & Reflection

Showcase learning, experiences, and growth through portfolios and reflection activities.



Postsecondary & Career Transition

Navigate college, training, military, or workforce pathways with confidence.



Capstone, Service Learning & Real-World Projects

Apply skills to solve real problems and create meaningful impact.



GOAL:

Students apply and demonstrate career-ready skills through authentic experiences that support successful transitions into postsecondary education, training, and employment.



EXAMPLE EXPERIENCES



Internships & Apprenticeships

Gain immersive experience and apply career-specific skills.



Job Shadowing & Workplace Visits

Observe professionals, explore careers, and build workplace understanding.



CTSO Competitive Events & Leadership

Build leadership, teamwork, and technical skills through career-focused activities.



Industry Partner Projects

Solve real business challenges and develop workplace-ready skills.



Career Fairs & Employer Panels

Meet employers, explore opportunities, and learn about industry trends.



Student Portfolios & Capstone Presentations

Showcase learning, skills, and achievements to authentic audiences.



Service Learning & Community Partnerships

Apply skills to meet community needs and build civic responsibility.



Postsecondary Exploration & Transition Activities

Explore colleges, training programs, financial aid, and career pathways.



SUPPORTING NM RESOURCES



Pathway2Careers (P2C)

Career planning tools, work-based learning resources, pathway exploration, and career-connected activities.



NM Resource Center for CTE

Work-based learning guidance, classroom resources, employability lessons, and career readiness supports.



LevelAll

Resume building, interview preparation, financial literacy, and postsecondary planning tools.



CTSO & Industry Partners

Leadership development, authentic workplace experiences, mentorship, and professional networking opportunities.



Industry Credentials & Certifications

Industry-recognized credentials that validate skills and strengthen employability.



College & Career Resources

FAFSA guidance, college applications, scholarships, and transition supports.



Advisory / Seminar



Work-Based Learning



Industry Partnerships



Project-Based Learning



CTSO & Career Events



ACCESS ALL RESOURCES

Visit our resource page to explore all tools, activities, and materials that support this phase.

BUILDING A SUSTAINABLE CAREER DEVELOPMENT SYSTEM

High-quality systems are intentional, connected, and embedded across the student experience.



NM Career Development Resources

Pathway2Careers (P2C)

Interest profiler, pathway exploration, career awareness activities, and career-connected learning resources.

CTSOs

Leadership development, competition experiences, teamwork, and employability skill development.

NM Resource Center for CTE

Career development lessons, employability activities, pathway supports, and implementation resources.

Federal Student Aid

FAFSA, financial aid, and postsecondary planning resources.

LevelAll

Next Step Planning, resume development, and postsecondary readiness tools.

Work-Based Learning Partners

Internships, mentorships, workplace learning, and industry engagement opportunities.

local district/community access