

# Guideposts for Success: Lesson Plans and Activities

## Developed by the Institute for Educational Leadership

### LESSON 12: OK – SO I HAVE A PORTFOLIO AND/OR A RESUME...NOW WHAT?

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#### AT-A-GLANCE

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Having a resume and a portfolio are one thing...finding out which businesses are hiring is something else. In this lesson you will work both online and in the community to find out what business are hiring—and how to help students decide if they might like to work there.

#### LESSON (will need computer/Internet access)

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Ask the following question: How might you find out where there are jobs available?

Answers might include (but will probably not be limited to): the newspaper or local gazette, “help wanted signs” in storefronts in the community and/or the mall, online and by word of mouth (a.k.a networking)—asking parents or relatives if they know people who might be looking for workers.

Discuss the fact that each of these is a valid way to search for a job—none is better than the rest—and the more you try, the more options you will have.

#### Online:

Good job hunting Web sites for teens are those that specialize in hourly jobs. Two sites that are often used include: GrooveJob (<http://www.groovejob.com>) and SnagAJob (<http://www.snagajob.com>). Each of these sites is easy to navigate. Simply enter a zip code in the specified place and select “go” or “search.” Within a few seconds you will be connected to a list of open positions in your community.

Students should work independently or in small groups to explore different options in their communities. Use the Online Job Search Worksheet (if desired) to keep track of no fewer than three possible jobs.

#### Example: Job #1

Business Name: Harris Teeter Type of Business: Grocery Store

Number of Jobs available: >50 Minimum Age: 18

One job of interest: Cake Decorator Location of job: Rockville

This job is of interest to me because: it is part time, it is in my neighborhood, and I think being a cake decorator would be cool because I’m very creative

2 skills I have to do this job are: I have good attention to detail, which would be needed to decorate cakes. Also, I can follow directions well so I would be able to complete the orders.

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### Community:

Students should visit one of the businesses researched online (or simply visit any other business in which they might like to work). For this lesson, students should simply observe and take notes. Below are some sample questions to consider. Work with the group beforehand to determine a solid list of questions they will use.

- Do the people that work here look happy to work here?
- Do employees wear uniforms? If so, could I see myself wearing a uniform?
- If I applied here and got the job, how would I get to work?
- Find someone working in a job of interest. Ask if you might ask a couple of questions about their job. *If this makes you feel uncomfortable, let them know it's for a school project.*
- What interpersonal skills do you observe that people need to have to be successful here?
- Do most people work alone? With others?

### EXTENSION

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Students should work in groups to chart and present the similarities and differences of the jobs they found.

Another discussion point for applying for jobs is the online application process. Many online applications require that job candidates answer a series of behavioral questions in order to move forward. These questions can be quite confusing. It is important for students to answer the questions pretending as if they were working at the job.

For example, a common question is something similar to this: True or False. If someone spoke to you with an upset tone of voice (an angry or loud manner), you might respond in the same way. If you were with your friends, this may be true...but if you were on the job, the business is trying to find out if you could remain calm if a customer became angry for some reason. Answer the questions thinking as though you were at the jobsite.

It may be helpful for students to observe and participate as you complete an online application (using a computer and an LCD projector). Discuss the questions as you move along. This will also give you an opportunity to discuss what information is needed when completing applications and applying for jobs.

Hint: Walk into one of your local retail establishments. Let the manager know that you are working with young people to learn about the online job application process. Find out if there is a special code you might be able to use so your application doesn't interfere with their online system. While you're there, find out if the manager would come and speak to a group of students about online applications...or if you could bring a small group in to see the inner workings of the business.

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### ACTIVITY 12.1 - ONLINE JOB SEARCH WORKSHEET

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#### Job #1

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Number of Jobs available: \_\_\_\_\_

One job of interest: \_\_\_\_\_ Location of job: \_\_\_\_\_

This job is of interest to me because: \_\_\_\_\_

2 skills I have to do this job are: \_\_\_\_\_

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#### Job #2

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Number of Jobs available: \_\_\_\_\_

One job of interest: \_\_\_\_\_ Location of job: \_\_\_\_\_

This job is of interest to me because: \_\_\_\_\_

2 skills I have to do this job are: \_\_\_\_\_

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#### Job #3

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Number of Jobs available: \_\_\_\_\_

One job of interest: \_\_\_\_\_ Location of job: \_\_\_\_\_

This job is of interest to me because: \_\_\_\_\_

2 skills I have to do this job are: \_\_\_\_\_

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#### Job #4

Business Name: \_\_\_\_\_

Type of Business: \_\_\_\_\_ Number of Jobs available: \_\_\_\_\_

One job of interest: \_\_\_\_\_ Location of job: \_\_\_\_\_

This job is of interest to me because: \_\_\_\_\_

2 skills I have to do this job are: \_\_\_\_\_

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