

Job Explorer: My Dream Job-Lesson 1

Topic: Introduction to Job Explorer

Objectives:

Students will be able to:

- Examine topics in the Job Explorer learning unit
- Share information from past experiences about the job search process
- Explain the steps involved in searching for a job
- Suggest topics they would like emphasized in Job Explorer learning unit

Materials:

- Worksheets 1A, 1B, 1C and #1D

Focus Question: What is Job Explorer about?

Teaching Strategies:

Introduction:

- Distribute Worksheet #1A, “Job Explorer.” Have students follow the directions on the worksheet. Then, have them explain their answers to the following:
 - Based on what you see on this list of topics, what is Job Explorer about?
 - Which topics are you most interested in learning more about?

Body of the lesson:

Tell the class that today they will be discussing the Job Explorer learning unit and an overview of the job search process.

- Distribute Worksheet 1B, “Steps.” Have the students follow the directions on the worksheet. Then, have them explain their answers to the following:
 - What were some of the five steps you listed on the chart (call on at least 4-5 volunteers)?
 - Which of these would be the first step you would take?
 - Which of these steps is the most important step to take in finding a job?
 - Which step would take you the most time?
- Distribute Worksheet # 1C, “Career Path.” Have students follow the directions for the exercise on the worksheet (the correct order for job search steps and their descriptions is 1D, 2A, 3B, 4E, and 5C) then have them explain their answers to the following:
 - In your own words how would you summarize each of the following steps suggested for getting a job: Step 1, Step 2, Step 3, Step 4, and Step 5?
 - Of the 5 steps, which is the most important?
 - Of the 5 steps, which is the most difficult?
- Distribute Worksheet #1D, “Self-Assessment.” Have students explain their answers to the following:
 - How many of you have taken all of the steps in each of the five categories?
 - How many of you have taken most of the steps in each of the five categories?
 - How many of you have taken few of the steps in each of the five categories?
 - How many of you have taken none of the steps in each of the five categories?

- What are some of the things you would need to learn or do before taking Step 1, before taking Step 2, before taking Step 3, before taking Step 4, and before taking Step 5?

Summary/Assessment:

- Have students explain their answers to the following:
 - Which of the 12 topics on Worksheet #1A should we spend the most time discussing in class?
 - Are there topics other than the ones list on Worksheet #1A that you think we should talk about in this learning unit?

Worksheet #1A, “Job Explorer”

Exercise: In the Job Explorer learning unit, we will discuss the topics listed below. Place an “X” in front of the three topics that interested you most.

____ Lesson 1	Introduction to Job Explorer and overview of the job search process
____ Lesson 2	Personal interests and jobs
____ Lesson 3	Skills, talents, and jobs
____ Lesson 4	Writing skills and jobs
____ Lesson 5	Creating personal goals
____ Lesson 6	Careers goals, and strategies
____ Lesson 7	Work environments and business attire
____ Lesson 8	Work settings
____ Lesson 9	Education levels and careers
____ Lesson 10	Job internships, volunteering, and shadowing
____ Lesson 11	The Resume
____ Lesson 12	The Job Interview

Worksheet #1B, "Steps"

Exercise: Finding a full-time job involves a number of steps between the time an individual decides he/she wants to work and the day he/she accepts a job offer. In boxes 1-5 (with 1 being the first step after the start) list, in the order they should be taken, the five steps that a person should take in finding a job.

Start: I want a full time job	1)	2)	3)	4)	5)	End: I have accepted a job offer
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Worksheet #1C, “Career Path”

Exercise: Column I lists the five steps one should take to find a job. The descriptions of those five steps appear in Column II. However, the descriptions in Column II are not paired correctly with the steps in Column I.

Directions: To the left of Steps 1-5 in Column I, place a letter (A, B, C, D, or E) representing the correct matching description from Column II.

Column I- Steps to take in finding a job	Column II- Descriptions of Steps 1-5
___ STEP 1 –Get to know yourself and understand your personal qualities better. (Take This Step 4 Years Before Taking a Job)	A. Make connections between different jobs, things that are important to you, and things you do well.
___ STEP 2 –Match your personal qualities with possible careers (Take This Step 3 Years Before Taking a Job)	B. Gain actual information about jobs that interest you, through informational interviewing, internships, and relevant part-time and summer jobs.
___ STEP 3 –Learn more about possible careers (Take This Step 2 Years Before Taking a Job)	C. Analyze actual job offers made to you. Consider pros and cons of each offer including salary, working conditions. Accept a job offer.
___ STEP 4 -Develop and implement a career search strategy (Take This Step 1 Year Before Taking a Job)	D. Identify personal values, interests, skills, and interests
___ STEP 5 –Make your decision about a taking a job (Take This Step 6 Months Before Taking a Job)	E. Make a list of potential employers. Prepare for interviews and practice interviewing skills with a mock interview. Network with friends, parents, faculty, alumnae/i and others with job connections. Attend career fairs, company presentations, and career-related forums with alumnae/i

Adapted <http://www.simmons.edu/cec/undergraduate/careers/coaching/index.php>

Worksheet #1D, “Self-Assessment”

Exercise: Review Worksheet #1C. Indicate to what extent you have taken the actions described on Worksheet #1C by placing an “X” in one of the four columns for each of the five steps listed.

Steps	I have taken many of the actions described	I have taken some of the actions described	I have taken very few of the actions described	I have taken none of the actions described
1. Get to know yourself and understand your personal qualities better				
2. Match your personal qualities with possible careers				
3. Learn more about possible careers				
4. Develop and implement a career search strategy				
5. Make your decision about taking a job				