

FINDING EMPLOYMENT



Time Required: 30-45 minutes

Content Standards: Students will understand the relationship between personal qualities, education, training and the world of work. Students will employ strategies to achieve future career goals and know where and how to obtain information about the world of work and post-secondary training/education.

Indicators (Students will...): Identify and utilize reputable resources to complete self assessments, relate personal qualities to the world of work and locate appropriate career and pot-secondary options and assess the validity of the information world.

GOAL: Students will identify traditional and non-traditional job search methods. Students will locate job possibilities in the Yellow Pages, newspapers and using online resources.

Activity Statements:

Students will discuss and practice traditional and non-traditional job search methods.

Materials:

1. Handout 1 --Before You Begin Your Job Search (Place in binder)
2. Handout 2 --Job Search Methods
3. Phonebooks with Yellow Pages
4. Classified section of newspaper
5. Handout 3 --Finding Summer and After School Employment
6. Web resources listed in resource section

Procedures and Discussion:

This activity will show you how to begin a job search. First, however, you must be able to state clearly the kind of job you are looking for, and you must know what skills and experiences you will need to perform that job well. There are many ways to locate possible jobs. In this activity you will use two traditional methods: the Yellow Pages and newspaper Want Ads. This activity includes questions to ask you before starting your job search, job search methods, and a chance to browse the Yellow Pages and Want Ads for possible job leads.

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1. Distribute worksheet “Job Search.” Discuss with students things they should do before beginning their job search.
2. Distribute worksheet “Job Search Methods.” Discuss with students traditional and non-traditional job search methods.
3. Have students create a list of 10 “warm contacts” —groups of people they know.
4. In groups of three or four, have students go through local phone book’s Yellow Pages. Direct students to make a list of five local businesses, which would employ people that share their career interests.
5. Have students use the classified section of the local newspaper to locate a possible job opportunity.
6. Have other students use in class computer(s) to locate sites to find employment.
6. Have students share with class job possibilities found.

Additional Resources:

Tips for Finding Summer Employment

www.moster.com

www.websearch.about.com/od/enginesanddirectories/tp/jobsearchengine.htm

www.careerbuilder.com

www.indeed.com

www.job-hunt.org

www.simplyhired.com

Extension Activities:

Use the above resources to locate potential jobs using the educational levels you hope to obtain after high school.

<http://nvcis.intocareers.org/>

Activity:

Have students document any Job Search Activities they have done in the past.