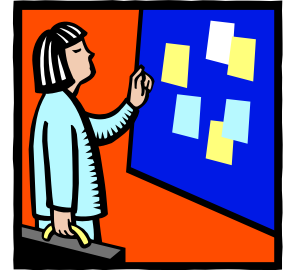


JOB READINESS SKILLS

Time Required: 30-45 minutes

Content Standards: Students will understand the relationship between personal qualities, education, training and the world of work.

Indicators (Students will...): Students will practice appropriate speaking, listening, and interviewing skills.



GOAL: Students will learn job hunting and interviewing skills to help them find a job following high school, whether they are looking for a career or a part-time job while in college.

Activity Statements: Students will participate in a class discussion to review the job hunting tips and break into groups to practice their interviewing skills.

Materials:

1. Handout 1 – Job Hunting Tips

Procedures:

SAY: Some of you already have part-time jobs. More of you will need part-time jobs this summer and may need to keep a part-time job next year to help pay for your senior year expenses and to save money for your needs after high school. Today, we'll talk about how to find a job you'll like and practice interviewing.

1. First, ask the class to share what they know about looking for and getting a job.
2. Distribute the handout.
3. Encourage students to discuss the job hunting tips on the handout.
4. Invite students to add their personal experiences with job hunting to the discussion.
5. Ask students to share some places they may be able to find jobs in their community.
6. Divide the class into groups of two to practice answering sample interview questions found on the handout.

Discussion:

1. What kinds of job hunting experiences can you share with us?
2. What are some possible places to find jobs in our community?
3. How has this handout been helpful to you?
4. What type of job hunting tips would you add?

JOB READINESS SKILLS

5. Do you have any questions?
6. Have you updated your resume?

Closing Statement: In the near future students will seek employment. Knowing how to approach the job search and interview are important.

Additional Resources:

Post Resume and Search for Jobs: <http://www.monster.com/>

Job Search Guide: <http://jobsearch.about.com/>

Extension Activities:

As option, teachers could provide example job application for class to fill out
