

Employment Preparation II – Cycle Two

Applying for a Job

Websites – www.psychtest.com/PreEmploy.html, <http://uslaw.com>,
www.provenresumes.com

Resources - Working, 4E Edition, Bailey, page 42-61 Sections 4.1 – 4.3

Handouts – Activity 4.1 Job Application Documents and Methods, Activity 4.2 Personal Data Sheet, 4.3 & 4.4 Job Application Forms, Activity 4.5 Resume, Activity 4.6 Letter of Application, Activity 4.7 Pre-Employment Tests, Team Dynamic Exercise, Pocket Trivia, Group Participation Peer Rating Form, Working Together Skills, Teamwork Assessment with Answer Sheet, 7 Essential Skills for Teamwork, Teambuilding Lessons We Can Learn From Geese, Teamwork Activity.

Interviewing for a Job

Websites – www.bls.gov/opub/ooq/2000/Summer/art02.pdf

Resources - Working, 4E Edition, Bailey, page 62-75 Sections 5.1 – 5.3

Handouts – Activity 5.1 & 5.2 Interviewer's Questions I & II, Activity 5.3 Background Research, Activity 5.4 Preparing for a Job Interview, 5.5 Follow up Letter, Resume Writing, Student Sample Resume, Different Types of Resumes, Cover Letter Worksheet, Sample Cover Letter, Ten Tips for Creating Cover Letter, Employment Preparation Activity, Demonstrating Interview Skills, The Interview Process, Illegal Questions, Preparing a Personal Fact Sheet, Make a Good Impression, Common Interview Questions, Eight Worse Questions to Ask, Applying for Jobs, Career Objective Guide, Traditional Job Interview Questions, Off the Wall Job Interview Questions, Avoid These Ten Interview Bloopers, 21st Century Sample Resume, DVD – The Virtual Job Interview

Name of Powered Curriculum: School-To-Career Development Program

Cycle Two: Employment Preparation II – Students will learn the necessary skills for Employment Preparation and how to appropriately apply the skills during the job search.

Goal(s): Communication (1), Organizational (2), Thinking Skills (3), Working Skills (4) & Technological Skills

Big Idea (s):

- **Communication Skills 1:** These skills are necessary in order to function and survive in society.
- **Organizational Skills 2:** These skills will help reduce problems and stress in many areas of your life.
- **Thinking Skills 3:** These skills will allow you to consider and break down ideas into parts and give your viewpoint and consider other possibilities to resolve differences of opinion.
- **Working Skills 4:** It is not only important to obtain a job, you also need to know where to find a job, how to get a job and keep the job. In addition, you will learn how to qualify and/or request a promotion and/or pay increase.
- **Technology Skills 5:** In today’s society, technology is one of the major sources of communication used in all walks of life.

Essential Question (s):

- **How and why would you use a personal data sheet?**
- **Resumes are part of the employment process, how would you make your resume stand out above the rest?**
- **How would you demonstrate to an employer you are prepared for the interview?**
- **What five things do you need to prepare for a job interview?**

Learning Outcomes

<i>Students will:</i>	<i>As evidenced by:</i>
<p>Learn:</p> <ul style="list-style-type: none"> • Applying for A Job • Interviewing for A Job 	<ul style="list-style-type: none"> • Review and complete personal data sheet, and job application form (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.5, 4.1 - 4.5, 5.1 – 5.4) • Prepare resume and cover letter (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.5, 4.1 – 4.5, 5.1 – 5.4) • Prepare a 1 minute presentation about a potential employer (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.5, 4.1 – 4.5, 5.1 – 5.4) • Develop questions and responses for a job interview (1.1 – 1.7, 2.1 – 2.5, 3.1 – 3.5, 4.1 – 4.5, 5.1 – 5.4)

Resources: Working, 4E Edition, Bailey, page 42-61 Sections 4.1 – 4.3, page 62-75 Sections 5.1 – 5.3	
Extension Activity: Guest Speaker, DVD – Virtual Interviewing, Group Discussion, Games, Group/Partner & Enrichment Activities and Mock Interviews	
Common Formative Assessment(s)	Summative District Assessment(s)