

#9185

FOOLPROOF WAYS TO FIND A JOB: SHARPENING JOB HUNTING TECHNIQUES

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Grade Levels: 10-13+

23 minutes

1 Instructional Graphic Enclosed



DESCRIPTION

A career counselor offers several practical suggestions for improving job-hunting skills. Begins with getting organized, managing time, and identifying one's strengths. Discusses traditional and nontraditional approaches to job-hunting and concludes with a review.

ACADEMIC STANDARDS

Subject Area: Life Work

- Standard: Makes general preparation for entering the work force
 - Benchmark: Uses multiple resources to obtain information about prospective jobs (e.g., classified, word of mouth, free services provided by state)
 - Benchmark: Prepares a resume summarizing experience, education, and job training
- Standard: Pursues specific jobs
 - Benchmark: Determines specific procedures for applying for a specific job
 - Benchmark: Fills out a job application

INSTRUCTIONAL GOALS

1. To examine traditional and nontraditional job-search methods.
2. To write a personal resume.
3. To use the classified advertisements to find a job.
4. To complete a job application.
5. To form personal networking skills.
6. To use the Yellow Pages to find a job.
7. To surf the Internet to search for a job.

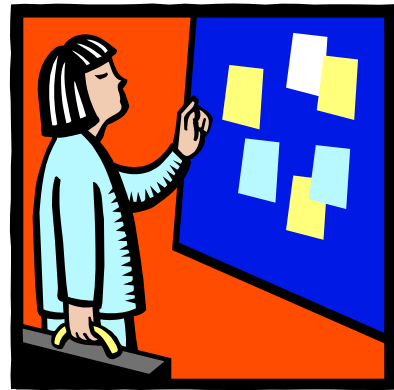
BEFORE SHOWING

Focus on which activities you like to do and which activities you do well. Use your answers to help you determine your job skills. (See INSTRUCTIONAL GRAPHICS.)

AFTER SHOWING

Applications and Activities

1. Write a one-page resume following one of the formats outlined in the video. It may be helpful to get examples of resumes from the library or Internet. If viewers are a group, the resumes may be posted and critiqued. The three types of resumes are *Functional*, *Chronological*, and *Combination*. A fourth modern version is *electronic*, which is used over the Internet to find a job. It may be called *e-Resume*.
2. Use the classified ad section of the newspaper to find at least five (5) jobs that suit your current skills, abilities, and experience. Cut them out and mount them on paper. For each one: identify the exact type of job and the skills needed; write any information you know or can learn about the company; and list the skills, abilities, and experience you can contribute to this company. List any skills you need to gain or learn in order to be considered for the jobs.
3. Obtain copies of a job application form a local store or business. Have copies for each viewer. Using the guidelines in the video, have viewers complete the application. Divide into teams of 3-5 viewers; have each team member share their applications and determine where any errors were made in filling them out. Have a team recorder list the errors made on the applications. Report back to the entire group. Reward the team that made the least number of errors in completing the applications.
4. List as many people as you can think of who can be part of your network to find a job. On a separate sheet of paper, write the following headings: Immediate Family, Other Relatives, Close Friends/Their Parents, Other Friends, Teachers/Counselors, Coworkers, Acquaintances/Others, Community Leaders. Begin with the person closest to you, and then think of others with whom you have contacts. Write the names of these persons under the appropriate heading. Use this list to make contacts to ask about jobs for someone with your skills. Ask these people if they know someone who is hiring.
5. The Yellow Pages of the telephone directory can provide a source for finding job leads. It is already organized into job categories. Get the Yellow Pages for your community and locate the category that lists your particular career field or job interest. Determine which businesses might be able to use someone with your skills and experience. Find at least five (5) listings of businesses that you could contact for a job. Make photocopies of the ads and mount them on paper, or write down the information. Circle the information in the listing that targets your skills. Under each one, list the skills and experience that you can contribute to that organization. Under what headings did you find these listings? Call the places and ask questions about available jobs now and in weeks to come.
6. Use the Internet to look for a job or at least explore the possibilities. You may begin with large comprehensive sites like MONSTER BOARD at <http://www.monster.com>. This site provides user-friendly access to job search on the Internet. There are thousands of listings for jobs that are continuously updated. You can also get help with resume-writing, target certain career fields, and arrange for an interview. Try to sum up your skills and career objective in the first two or three sentences. Some companies use an automated key word search to look for the right candidate. Each profession will have certain key words that will stand out in a resume. Know what the key words are for your career field, then use them in your resume.



RELATED RESOURCES



Captioned Media Program

- Connect on the Net: Finding a Job on the Internet #7917
- Finding the Right Job #9492
- Moving on Up: An Interactive Guide to Finding a Great Job #9006
- Resumes, Cover Letters, and Portfolios: Tools to Land the Job #9374
- Shhh! I'm Finding a Job: Library and Your Self-Directed Job Search #3296



World Wide Web

The following Web sites complement the contents of this guide; they were selected by professionals who have experience in teaching deaf and hard of hearing students. Every effort was made to select accurate, educationally relevant, and "kid safe" sites. However, teachers should preview them before use. The U.S. Department of Education, the National Association of the Deaf, and the Captioned Media Program do not endorse the sites and are not responsible for their content.

- **EMPLOYMENT/JOB SEARCH**

<http://www.refdesk.com/emplsrch.html>

Part of the Reference Desk offerings, provides a link to a Google directory search of career and job-hunting sites.

- **MAPPING YOUR FUTURE**

<http://mapping-your-future.org/>

Click on "Planning a Career" and under #8, learn about job-hunting tips; #9 to prepare your resume. This site is available in Spanish as well.

- **JOBSTAR CENTRAL**

<http://jobstar.org/tools/resume/index.htm>

Provides information on "What is a Resume?" "Resume Samples," "What is the Right Resume for Me?" and other pointers. Also, lists national job openings, career assistance and information.

- **OCCUPATIONAL OUTLOOK HANDBOOK**

<http://www.bls.gov/oco/>

A source of career information, describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in occupations from A to Z.

INSTRUCTIONAL GRAPHICS

- SKILLS, INTERESTS & ABILITIES...WHAT ARE YOURS?

Skills, Interests, Abilities ... What Are Yours?

Area of Interest or Experience	Things I LIKE to Do (Interests, Aptitudes)	Things I Do WELL (Skills, Abilities, Talents)
HOBBIES		
SPORTS		
HOME/FAMILY		
SCHOOL		
WORK		
COMMUNITY		
OTHER		