

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

HIRE EDUCATION TEN WAYS TO GET A GREAT JOB

Activity 1: GETTING STARTED

Directions: List 4 things you must do to get started and have a successful job search.

1. _____
2. _____
3. _____
4. _____

Activity 2: TEN WAYS TO FIND A GREAT JOB!

Directions: Fill in the blanks to make the statements read true.

1. Use _____ to keep track of contacts.
2. The purpose of the resume is _____.
3. _____ percent of jobs are unlisted.
4. Gain valuable work experience from _____ or _____.
5. The _____ is available 24/7 for your job search.
6. The Informational Interview gives YOU the opportunity to _____.
7. _____ with everyone you know to help find a job.

Activity 3: IT'S CLASSIFIED!

Directions: Determine the type of job you will search for. Use the newspaper Classified Ads to search for jobs for someone with your qualifications. Cut out at least 3 ads and tape them on a piece of paper. Under each one, determine the questions you should ask when responding to the ad, such as specific details about the position, name and location of the company, etc.

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Activity 4: SEARCH THE WEB

Directions: Use the following websites to search the web and learn how to navigate the sites, find a job listing, and post a resume.

- www.employmentoffice.net
- www.monster.com
- www.ajb.dni.us
- www.jobspace.com

Activity 5: INFORMATIONAL INTERVIEW

Directions: If possible, contact someone in a field of interest and arrange for an informational interview. Design a list of appropriate questions for this career field.

Activity 6: JOB APPLICATION

Directions: Bring in a job application and have students fill out for practice. Students may have to research previous employers for addresses and telephone numbers which are important to list accurately. Determine a list of references who know you, your work habits/ethic, your skills and abilities, and your character. Have names, addresses, telephone and email addresses available in a prospective employer requests these.

ANSWER KEY

Activity 1:

- Determine the type of job you want
- Self-Assessment
- Get organized
- Dedicate 40 hours a week to job search
- Use index cards to track contacts
- Network

Activity 2:

1. index cards
2. get an interview
3. 80%
4. volunteer or temporary work
5. Internet
6. ask questions
7. Network

Activity 3, 4 and 5:

Answers will vary

Activity 6:

Fill out completely, no blank space. Be accurate and neat. Spell correctly. If something doesn't apply to you write "NA" – Not Applicable.

Carry these things with you when applying for a job:

- all the names, addresses, phone numbers and email addresses of your schools, previous employers and references