

CAREER AWARENESS : PART II JOB PREPARATION

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Spring 1998

This quarter's material will cover:

1. Approaching job search in a systematic way.
2. Improving skills in gathering occupational information, making contacts, using the telephone
3. Identifying useful resources in the college and community.
4. Giving the student the opportunity to simulate applying for a job through a taped interview.
5. Providing the student with a career mentor contact and shadow exercise.

Requirements : Videotape (Share with a partner or partners)

Assignments:

1. Job sources collections	20
2. Job application	10
3. Job Placement Worksheet	10
4. 2 Informational Interview papers	50
5. Cover Letter (typed)	10
6. Resume (typed)	25
7. Videotaped Mock Interview	55

Extra credit:

SIGI Plus Assessment	10
Shadow appointment & paper	15

3/23 Learning the Art of the Job Search

Homework: 1. Job Placement Worksheet: 1. Job Search and Hidden Job Market - Due 3/25

2. Read Text: Ch 19 - Job Resources - Due 4/1

3. Job Source Collection: - Due 4/1

a. Collect two jobs you have read about in the news paper. Paste them on 3 X 5 index cards. Write what skills/education you would need, how you would make contact, what you found out by telephone for information (salary, p/t or f/t. benefits, etc)

b. Write down two jobs 3 X 5 index cards from the KRCC Job Placement board, local business, restaurant, employment agency, etc.

3/25 Job Search - continued (Job Placement Worksheet: 1. Job Search and Hidden Job Market due)

Homework: Job Placement Worksheet: 2. KRCC Job Placement Application and 3. Gaining the Edge in a Competitive Market - Due 3/20

3/30 Job Application (Job Placement Worksheet: 2. KRCC Job Placement Application and 3. Gaining the Edge in a Competitive Market due)

In class: Job Application Work sheet

4/1: Networking (Job Source Collection due)

Homework: Read Text: Ch 20- Resume and Cover Letter - Due 4/13

4/13: The Resume

- Homework:
1. Read Text: Ch 21- Interviewing - Due 4/20
 2. Job Placement Work Sheet: 4. Interviewing handouts - Due 4/22
 3. Prepare your own typed resume following the format in class - Due 4/27

4/15: The Cover Letter

Homework:

Prepare your own typed cover letter following the format in class - Due 4/27

4/20: Job Interview (Informational Interviews due)

Homework: Video taped mock job interview: Have a partner in class or family member interview you following format outlined in class. Sign up for a day to present in class 5/6 or 8 or 13. (Extra credit for those who go first)

4/22: Job Interview (Job Placement Work Sheet: Interviewing handouts due)

Homework: Job Placement Worksheet: 5. Finding a Job With Skills You Already Have - Due 4/29

4/27: Negotiating Salary (Resume and Cover Letter due)

4/29: Job Survival (Job Placement Worksheet: 5. Finding a Job With Skills You Already Have due)

5/4: Projects day

5/ 6,8,13: VIDEO-TAPED MOCK JOB INTERVIEW PRESENTATIONS.

5/15: Wrap up