

Preparing for the Workforce

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What we will be working on....

ESSENTIAL QUESTIONS: What skills do special education students in order to obtain gainful employment?

GOAL: To prepare special education students to develop the skills that are needed to secure employment.

OBJECTIVES: To identify individual career interests by completing online career interest inventory.

: To explain the importance of networking to find jobs and demonstrate the use of various online resources during a job search.

: To expand student vocabulary in relation to the world of work.

: To develop working resumes and cover letters.

: To complete an error-free job applications

: To demonstrate the social skills needed to be effective on a job interview.

: To explain the best way to interact on social media.

DURATION: The length and duration of the lessons in this unit will depend upon the levels and abilities of the students as well as the type of program in which the students are participating.

ASSESSMENTS: Rubrics, teacher observation, classwork assignments, projects, partner-pair-share, quizzes, tests

INSTRUCTIONAL PLANS: Small group instruction, guided practice, independent practice, role play, partner activities, video study, guest speakers (interviewers)

Decisions, Decisions!!

**What do I
want to
be?**



**What am I
interested
in?**



What Do I Want To Be?



http://ucango2.org/publications/student/What_to_Be_Worksheet.pdf

What Occupations Match My Interests?

Take a Career Interest Survey!!

http://ucango2.org/publications/student/Career_Interest_Survey.pdf

Job-Seeking Skills

Once students have identified their own interests, and have learned about the different types of jobs available, students need to learn how to connect with these jobs.



Two Effective Ways to Locate Jobs

1. Networking: Most effective way- Let's students leverage the relationship of others. According to Dept. of Labor, 80% of open positions are not advertised. Networking helps find those hidden jobs.

~ Family/friends

~ Teachers/counselor/administrators

~ Coaches/advisors

~ Religious/community leaders

~ Online networking (LinkedIn)

~ In-person interactions



ONLINE



2. Online Resources

- ~ Craigslist
- ~ LinkedIn
- ~ Google
 - ~ Monster
- ~ Snagajob
- ~ Zip Recruiter

Teacher Resources for Teaching Job-Seeking Skills

1. Networking Bingo <https://drive.google.com/file/d/1gqz96e-kgjeJM1HKgB68IYoNRf5ZGPMw/view>

2. Department of Labor video clip- Networking

<https://youtu.be/ZcOCJbvUY-w>

3. Team Networking

<https://drive.google.com/file/d/0BwdkyuqcomtNSER5eIjR0JXMVE/view>

Researching Job Openings



Now that students know how to find jobs, they need to know how to find the ones they want.

Before students can understand the job descriptions they find, they will need to know:



- ~ Different names for different jobs
- ~ Specialized jargon and vocabulary
- ~ Job-related abbreviations.

Resume Writing

JOHN DOE
Full Address • City, State, ZIP • Phone Number • E-mail

OBJECTIVE: Design apparel print for an innovative retail company

EDUCATION:

UNIVERSITY OF MINNESOTA City, State
College of Design May 2011

- Bachelor of Science in Graphic Design
- Cumulative GPA 3.93, Dean's List
- Twin Cities Iron Range Scholarship

WORK EXPERIENCE:

AMERICAN EAGLE City, State
Sales Associate July 2009 - present

- Collaborated with the store merchandiser creating displays to attract clientele
- Use my trend awareness to assist customers in their shopping experience
- Thoroughly scan every piece of merchandise for inventory control
- Process shipment to increase my product knowledge

PLANET BEACH City, State
Spa Consultant Aug. 2008 - present

- Sell retail and memberships to meet company sales goals
- Build organizational skills by single handily running all operating procedures
- Communicate with clients to fulfill their wants and needs
- Attend promotional events to market our services
- Handle cash and deposits during opening and closing
- Received employee of the month award twice

HEARTBREAKER City, State
Sales Associate May 2008 - Aug. 2008

- Stocked sales floor with fast fashion inventory
- Marked down items allowing me to see unsuccessful merchandise in a retail market
- Offered advice and assistance to each guest

VICTORIA'S SECRET City, State
Fashion Representative Jan. 2006 - Feb. 2009

- Applied my leadership skills by assisting in the training of coworkers
- Set up mannequins and displays in order to entice future customers
- Provided superior customer service by helping with consumer decisions
- Took seasonal inventory

VOLUNTEER EXPERIENCE:

TARGET CORPORATION City, State
Brand Ambassador August 2009

- Represented Periscope Marketing and Target Inc. at a college event
- Engaged University of Minnesota freshman in the Target brand experience

For high-schoolers, a resume is a showcase of everything our students have done, whether that activity is relevant to the job they want or not.

Information to Include on Resumes

- Name at the top
- Address, phone number, and email address underneath
- An objective statement (not always necessary)
- Most recent work experience with title and employing organization (volunteering)
- Least recent work experience with title and employing organization (volunteering)
- Extracurricular organizations*
- Awards / accolades

Though these may not relate to the job, they are outstanding indications of work ethic, drive, and attitude – three qualities in high demand in today’s workforce, as explained by nearly every business we encountered.

* Student scavenger hunt to identify school clubs and activities that support their interests.

Students may use a template to easily set up their resumes.

~ Microsoft Office

~ Google Drive

~ Online resources

~ <https://www.resume.com/>

~ <https://resumegenius.com>

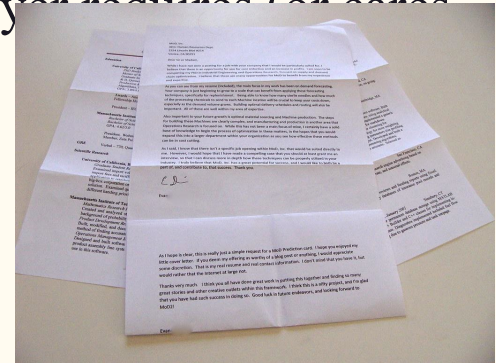
~ <https://www.canva.com>

Cover Letter

Cover letters are one-page summaries of who a student is, what position they want, and why they think they're qualified. They are personalized to the specific job.

~Much like an objective statement, not every employer requires (or cares about) a cover letter.

~Still, it's a standard practice for almost all jobs to write one when applying to a position.



Resources for Teaching Job Decoding, Resume Writing and Cover Letters

~ Resumes and Cover Letters Unit for High School Students

<http://www.readwritethink.org/classroom-resources/lesson-plans/resumes-cover-letters-high-30847.html?tab=1#tabs>

Lesson Plan

https://ls-guides.s3.amazonaws.com/1147_Engaging_Resumes_Guide.pdf

Free Support Materials

https://ls-guides.s3.amazonaws.com/1147_Engaging_Resumes_Stopping_Pts.pdf

~ How to Decode Job Advertisements

<https://www.thebalancecareers.com/how-to-decode-a-job-advertisement-2061002>

Tips for Filling Out A Job Application

1. Review Your Employment History

You'll need your resume (or a list of your employment history) to make sure that you're listing the correct dates of employment and job titles. Your resume should match the job application perfectly because discrepancies will be noticed.

2. Download a Sample Job Application

Download a job application sample and practice filling it out. That way you can be sure that you have all the necessary information, in advance.

Tips for Filling Out A Job Application

3. Ask for an Application

If you're applying for a position in-person, ask for a job application, then take it home with you to complete. You can take your time filling it out so it will be neat and tidy, as well as accurate when you return to drop it off.

4. Applying In-Person

When you stop by, to pick up or drop off a job application, be sure you're dressed appropriately. You may end up speaking to the hiring manager and it's important to look professional, just in case you get an on-the spot interview.

Tips for Filling Out A Job Application

5. **Online Job Applications**

Job applications for many companies are often available online. For example, a Walmart application can be completed online and the same holds true for many other large national employers. In fact, some employers no longer accept paper applications and applicants are required to apply on the company website or the site where the company listed the job openings.

6. **Review Before You Submit**

Thoroughly read the instructions for applying for employment before you click the submit button (or hand in your application). Make sure every field is filled in. Some companies refuse to accept an incomplete application.

Tips for Filling Out A Job Application

7. **Be Prepared to Take a Test**

Some companies test applicants for employment in order to determine if the candidate is a good match for the job. Companies who conduct pre-employment tests (such as talent assessments) are seeking applicants that match their very specific hiring criteria. Being prepared for employment tests will help you respond better to employment-related questions. Some companies require drug tests for applicants seeking employment.

Information Most Applications Ask For

Personal Information

Name

Address

City, State, Zip Code

Phone number

Eligibility to work in the US

Felony convictions (If any)

If underage, your working paper certificate

Education

Schools/Colleges attended

Major

Degree/Diploma

Graduation dates(s)

Information Most Applications Ask For

Position Applied For Information

Title of the job you are applying for

Hours/days available to work

When you can start work

Employment Information

Names, addresses, and phone numbers of previous employers

Supervisor's name

Dates of employment

Salary

Reason for leaving

References

List of three references including names, job title or relationship, addresses, phone numbers

Resume

(If you have one)

Social Skills

- Maintain Eye Contact
- Handshake (Before & After)
- Communicating Clearly both verbally and written form
- Empathy
- Nonverbal Communication
- Listening



Social Media Etiquette

STOP & THINK

What you post on social media can have an effect on your future career!!!!

Keep everything private or watch what you post on any forms of social media.



Interview

- How should you Dress
- How you sit while being interviewed
- Practice, Practice Practice
- Thank You Note Afterwards



Thank You

This curriculum can be adjusted to fit individual students needs in both Special Education and General Education.

We highly suggest visiting various types business so students can see what is out there especially in their backyard.

