

2020-2021

Packet

13

Name _____ Date _____ Period _____

Online Job Search Activity

1. Identify a job you want: _____ Identify your desired job location: _____

2. Use an online job board website (e.g., indeed.com, monster.com, or careerbuilder.com) to identify an available opening for this job. List the job responsibilities and applicant's required qualifications in the space provided.

Name of company: _____

Job responsibilities: _____

Required qualifications (education, certifications, skills, experience, etc.): _____

3. Search the career/employment page of a potential employer's website to identify an available position. List the company's website address, job responsibilities, and applicant's required qualifications in the space provided.

Name of company: _____

Website address: _____

Job responsibilities: _____

Required qualifications (education, certifications, skills, experience, etc.): _____

4. Do you currently have the required qualifications for this job? _____ If not, what is your plan to acquire them?

Name _____ Date _____ Period _____

Job Search Flowchart

The box below lists eight common steps in a successful job search. Write the steps in the correct order to complete the job search flowchart.

Steps in a Successful Job Search	
▪ interview with the company	▪ receive, evaluate, and negotiate terms of the job offer
▪ accept and prepare for the job interview	▪ identify and research potential companies and job openings
▪ accept or reject the job offer	▪ submit an application, résumé, and/or cover letter to the company
▪ send a post-interview thank you note	▪ assess skills, interests, job search objectives, and career goals

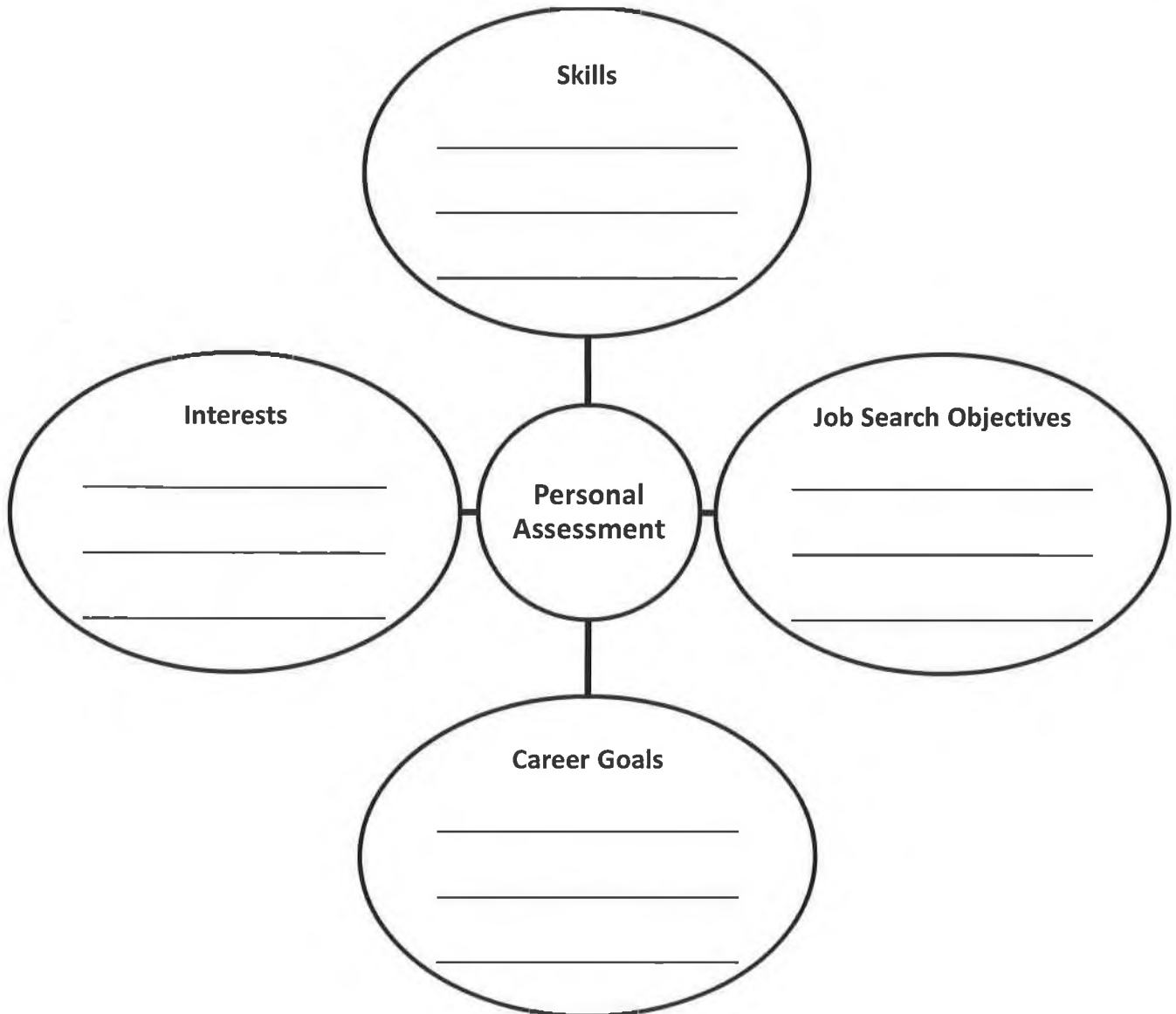
Job Search Flowchart

Step 1	
Step 2	
Step 3	
Step 4	
Step 5	
Step 6	
Step 7	
Step 8	

Assessment Completion Activity

The first step in a job search is assessing one's personal skills, interests, job search objectives, and career goals. Use the diagram to complete an assessment for a person who is pursuing a healthcare career. Use each bulleted phrase one time.

- | | | |
|----------------------------------|-------------------------------------|--------------------------------------|
| ▪ attend two job fairs per month | ▪ apply for five positions per week | ▪ likes solving problems |
| ▪ help find a cure for cancer | ▪ obtain an entry-level medical job | ▪ write a medical textbook |
| ▪ knows CPR techniques | ▪ communicates clearly | ▪ handles stress well |
| ▪ enjoys helping others | ▪ become a mentor to others | ▪ likes to learn about healthy diets |

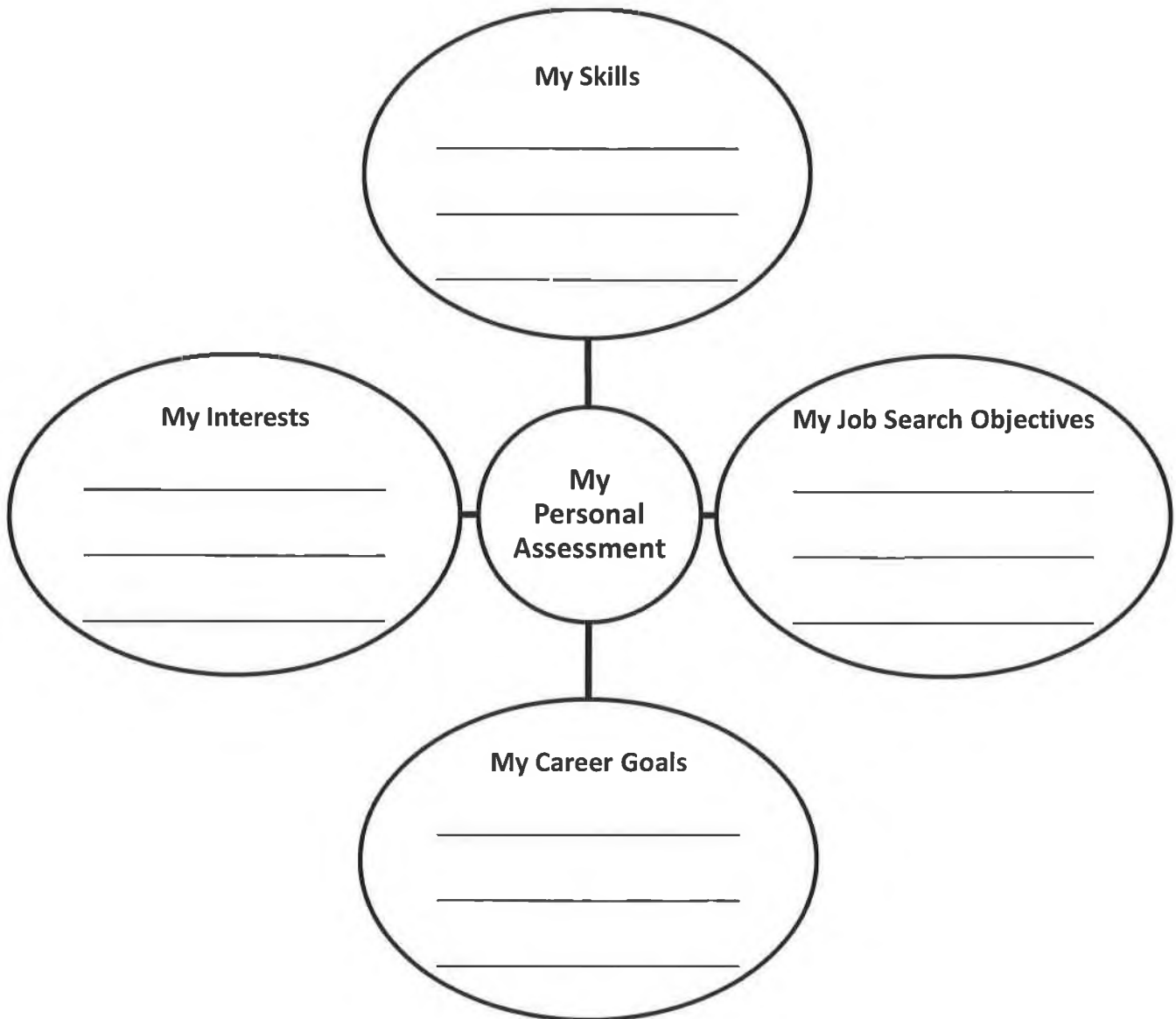


Name _____ Date _____ Period _____

My Personal Assessment Activity

The first step in a job search is assessing one's personal skills, interests, job search objectives, and career goals. Identify a career you wish to explore and then complete the diagram by providing three personal examples of the following: skills, interests, job search objectives, and career goals.

The career I choose is _____.



Categorization of Job Search Methods

Job seekers learn about employment opportunities in a variety of ways. Most successful job seekers use a combination of methods to find the right job. Use the table to categorize the following 12 methods as interpersonal, online, or print-related methods of identifying job openings. Use each method one time.

Methods of Identifying Job Openings		
▪ use social media sites such as LinkedIn	▪ ask family or friends for job leads	▪ search company websites
▪ visit an employment/staffing agency	▪ read newspaper classified advertisements	▪ attend job fairs
▪ look for signs on store windows	▪ ask about company openings in person	▪ search city/county websites
▪ attend professional or industry meetings	▪ use online job boards such as monster.com	▪ watch for billboard signs

Categorization of Job Search Methods

Interpersonal	Online	Print-Related
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	
5.		

Finding a Job Multiple Choice Questions

Circle the letter of the best answer. Read all choices before responding.

1. Jay would like to pursue a career in the oil industry. Which type(s) of online resources should he use to identify available positions?
 - a. Oil company websites
 - b. General online job boards
 - c. Oil industry professional organization websites
 - d. Both a. and c.
 - e. All of the above
2. Emma is looking for a job. Which is the first step in her job search process?
 - a. Submit an employment application.
 - b. Identify her personal skills, interests, job search objectives, and career goals.
 - c. Research potential employers.
 - d. Ask friends and family for job leads.
3. Jamal needs a job and is excited when he receives an offer. However, the salary is below the average rate for similar positions at comparable companies. What should he do?
 - a. Accept the offer immediately, gain experience, and ask for a raise in a year.
 - b. Reject the offer.
 - c. Use his research data to negotiate a better salary from the company.
 - d. Ask a friend or relative to negotiate the salary on his behalf.
4. Which job search method best allows job seekers to ask company hiring personnel questions and make personal connections?
 - a. Job fair
 - b. Online job board
 - c. Newspaper classified advertisement
 - d. Company website
5. Javier applied for 20 positions, but he has not received any responses from the companies. What should he do next?
 - a. Verify he has the skills, experience, and education required for the positions.
 - b. Ensure his application and résumé are error-free and tailored to each posting.
 - c. Be patient, but do nothing.
 - d. Both a. and b.
6. Kim would like to work at a particular store, but she does not see any openings listed on the store's website. What should she do next?
 - a. Check the website each week.
 - b. Be patient, but do nothing for now.
 - c. Visit the store to look for a "now hiring" sign and ask about potential openings.
 - d. Revise her career goals.
7. Lorena is unsure if she wants to become a teacher's aide, school clerk, or daycare worker. What should she do?
 - a. Learn more about the positions by researching and asking questions.
 - b. Volunteer at a school to gain insight.
 - c. Apply for any open position.
 - d. Both a. and b.
 - e. All of the above
8. The job search process can be long and frustrating. Which of the following does NOT improve the chances of finding a job?
 - a. Learning from the process, identifying areas for improvement, and making necessary adjustments.
 - b. Remaining positive and motivated.
 - c. Using multiple job search tools.
 - d. Reducing time spent searching for a job.

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Qualities of Successful Job Seekers Word Search

People who possess certain traits and attitudes are more likely to obtain jobs than those who do not have them. **Directions:** Find the qualities of successful job seekers within the box. The words may be vertical, horizontal, diagonal, or backwards.



Qualities of Successful Job Seekers

active	flexible	mature	polite	qualified
available	focused	motivated	positive	ready
aware	friendly	openminded	prepared	truthful
confident	hopeful	patient	professional	upbeat
eager	knowledgeable	persistent	prompt	willing

c o n f i p r e p a r e d q u a l i p
r o p e n r e a d h p a a t i v p e r
y e a g e o r g a n o d r g o a r p o
q u a l i f i e d a o p f i e i e e f
u p w d w e k h o p p a e h a r p r e
a e a w y s n e r i e n d f g e a s k
l r a i c s v f a w n t r u u a f i n
i s v l o i w o t p m o r p d l r s o
f i a l t o l c n w i l l i n g i t w
p f i c o n f i d e n t u h o n n e l
a o a o p a v a r l d e w p t y d n e
t c l n r l m a t u e q u l b a r t d
r u m i o p w n m i d a f o c e e r g
u s o f t a u t e l b a l i a v a u e
t e t p u e a r e c k l e s w i l t a
h d i r a e u p a t i s x r x u i h b
f a v e i t r u t h f r i e n d l y l
u c a p a g i n v e s t b c o n f u e
l t t m o r a e i t h t l f e q w p h
p o s i t i v e n p r o e a g e f b g
s i n c e v b m o t i v a t e d r e a