STEP 3 PREPARING FOR THE WORLD OF WORK

INTRODUCTION

The third step involves exploring the career options that interest your students in more detail by informational interviewing, job shadowing, part-time jobs, internships, or volunteer work. Getting practical first-hand experience allows your students to better evaluate their choices and help in making career decisions. Providing work-based learning opportunities for your students will help them to begin to learn the tools and skills to make the right career decisions and pursue the appropriate training that they can excel and be successful. Developing a resume and practicing interviewing skills are an important part of step three.

LEARNING OUTCOMES

Students will learn:

- work-based opportunities: job shadow, internships, informational interviews, volunteer work, part-time or temporary work.
- how to write a resume and cover letter.
- how to interview for a job.

MATERIALS

- Step 3 worksheets and handouts
  - Informational Interviews questions and worksheet
  - Career Panel Worksheet
  - Resume Survey
  - Tips For Writing A Resume handout
  - Resume Helpers handout
  - Resume Template
  - Sample Resumes
  - How To Write A Cover Letter
  - Do's And Don'ts Of The Job Interview handout
  - Typical Interview Questions worksheet
  - Tips To Answering Typical Interview Questions worksheet

HOW TO EXPLORE THE WORLD OF WORK

Beginning to explore the vast world of work opportunities can be done in a variety of ways. Providing your students with the opportunity to explore various career fields is important to the career planning process. There are many ways to explore the world of work. To start, have your students review their self-assessment results from Step 1. Have each student identify career
options they would like to learn more about by talking to people actually working in the career area. As part of the career component of your curriculum, have your students participate in a work-based experience such as an informational interview, job shadow, career panels, internship or volunteer work.

**INTRODUCTION TO JOB SHADOWING**

Job Shadowing will:

- Allow students to connect with adults in career fields of their interest and experience the workplace and workday first hand.
- Demonstrate the connection between academics and careers, encouraging students to learn by making their class work more relevant.
- Build community partnerships between schools and businesses that enhance the educational experience of all students.
- Introduce students to the requirements of professions and industries to help them prepare to join the workforce of the 21st century.
- Encourage an ongoing relationship between young people and caring adults.

For a complete handbook on job shadowing go to the ROP Teacher Support Tools and click on the Job Shadowing Handbook. Review the website www.yfiob.org, for over 500 people in Santa Cruz County who have volunteered to be a resource to students. Also check out the website, www.jobshadow.org for additional information on job shadowing for students.

**INTRODUCTION TO INFORMATIONAL INTERVIEWS**

An informational interview is a great way for students to learn more about a specific occupation. Discuss with your students about informational interviews and the benefits. Use the “Informational Interviews” handout as a base for your discussion. Have your students complete an information interview with a person who is in an occupation that they are interested in pursuing. Use the web site www.workplaceconnections.net to find names of people in the Santa Cruz area that have volunteered to do informational interviews with students. People are usually very happy to talk to students about their work. Make sure the student goes prepared and has good questions to ask. Use the “An Informational Interview” worksheet to help students get organized and prepared for the interview. After the students have completed their interview make sure they write a thank you note to the person. Discuss with the students about what they learned.

**INTRODUCTION TO CAREER PANELS**

Career panels are an in-school opportunity for students to interact with professionals in a wide variety of career areas to learn about what it takes to prepare for a specific career and what it takes to be successful in the world of work in general. Panels usually have 3 or 4 professionals who may be in different career areas or in the same career path (i.e. “health careers” or “information technology”). Focusing on optimizing student interaction, the Career Panel format creates an informal, respectful discussion venue where students are encouraged to ask questions that matter to them.
For guidelines on how to set up a career panel in your class, go to www.yfiob.org and click on resources and download the Career Panel Handbook. Use the "Career Panel Worksheet" with your students the day of the event.

**INTRODUCTION TO WRITING A RESUME AND COVER LETTER**

Teaching your students how to write a resume that best portrays their best skills and achievements is important to their success when applying for jobs. It is also a key piece to the career portfolio. There are several worksheets and handouts that you can use with your students to help them organize and write a resume and cover letter that clearly states their skills and background. Use the following materials:

- **Resume Survey** - Use this worksheet to begin the process with the students. It is an excellent way to help students think about and organize their resume.
- **Tips for Writing Your Resume** - Information handout with useful action verb samples.
- **Resume Helpers** - Another useful handout to help students write their resume.
- **Resume Template** - A worksheet for students to use to start writing their resume.
- **Sample High School Resumes**
- **How To Write A Cover Letter** - A handout to help students write a cover letter that should always go with the resume.

**INTRODUCTION TO JOB INTERVIEWS**

Teaching your students how to prepare for the job interview is important to their future. Spend time talking with your students about the job interview and how to successfully prepare. Discuss how to research the company, what to wear to the interview, and how to answer questions to emphasize pertinent skills.

Helping your students learn how to interview can be a fun classroom activity. Have student’s role play an interview and videotape it. Then replay the video either with the class or individually with the student. Use the following worksheets to help students learn how to interview and answer questions appropriately.

- **Quintessential Careers Job Interviewing Quiz** - a fun quiz to help students begin to think about interviewing for a job. Check out this website for additional career interviewing and resources. [http://www.quintcareers.com/job_interviewing_quiz.html](http://www.quintcareers.com/job_interviewing_quiz.html)
  The answers to the quiz are (Answer key: D, A, B, C, A, D, B, C, B, D, B, B, C, A, B, A, A, D, A, C)
- **“Dos” and “Don’ts” Of The Job Interview** - Useful two page handout great for small group discussion.
- **Typical Interview Questions - Worksheet**. Have student’s write their answers to these fifteen very important questions.
- **Tips To Answering Typical Interview Questions** - After students have completed the worksheet “Typical Interview Questions” have them score their responses using this worksheet. Or have students exchange papers and score the responses.
Helping your students learn the skills to be successful in the job search is important. There are many resources on the internet that can be useful in the job search. Have your student’s research for job search resources on the internet and share with the class.