VIDEO OVERVIEW

Designed to be as engaging as it is informative, ***"Dude? I need to find a job?"*** takes students through the entire job hunting process, including how to seek out jobs that match their personalities, script out phone calls, build resumes and answer job or college interview questions like a professional.

Whether you are a teacher planning a lesson or a student who checks this out from your local library, this program will be an effective tool to help students get the job they really want.

STUDENT BENEFITS:
- Learn real world critical life skills
- Elevate presentation skills
- Develop speaking & listening skills to a professional level
- Learn how to market yourself to potential employers
- Build self-esteem
- Gain a competitive edge

TEACHER BENEFITS:
- Maximize learning with effective, uncomplicated assignments
- Entertain students while they learn valuable life skills
- Make a tangible difference in student's lives

INTERVIEWING

KEY NOTES:
- Before an interview, take the time to properly prepare yourself by taking stock of what you have to offer.
- When an interviewer asks a question, be sure to actively listen, pause (think of a good answer) and then respond.
- Don't ramble; it will make you seem unprepared.
- At the end of the interview, have a few questions prepared to ask the interviewer. Some examples are:
  1). "What skills do you look for in a top employee?"
  2). "What is a typical day like for this position?"
- Make sure you thank the interviewer at the end of the interview as well as send them a written thank you note in the mail.

INSTRUCTIONS:
- Go over "Practice Interview Questions" with students.

ASSIGNMENT:
- Break class into groups of two and have them role-play in an interview situation. The "applicant" and the "interviewer" must ask and answer questions as if they were actually applying for the job.
- Have them switch roles and practice.

PRACTICE INTERVIEW QUESTIONS

Question: "Why do you want to work here?"
Tips for Answering:
- Research the company.
- Match company attributes with yours.

Answer: "I share the same values when it comes to taking care of the customer, which would enable me to be a contributing part of the team."

Question: "What are your biggest accomplishments?"
Tips for Answering:
- Before answering, thing how it would benefit the employer.
- Try to list team and individual accomplishments.

Answer: "I was proud to win salesperson of the month by focusing on customer service."
Answer: "I was proud to be part of the number one sales team for the year."

PRACTICE INTERVIEW QUESTIONS

Question: "Can you work under pressure?"
Tips for Answering:
- Give more than a yes or no answer.
- Give examples of how you worked under pressure.

Answer: "Yes, I thrive in that environment. I have encountered many deadline situations where the clock was ticking. However, with good planning and organization I was able to meet my goals."

Question: "What have you learned in school that can be useful on the job?"
Tips for Answering:
- Relate courses that are relevant.
- Relate extracurricular activities that are relevant.

Answer: "That's a great question, in my English class, I learned to communicate in a professional manner."
Answer: "Being a member of the basketball team, I have learned about teamwork, leadership and self discipline."

Question: "How well do you take direction?"
Tips for Answering:
- Must show you are coachable and willing to be part of a team.

Answer: "I take direction well. As an example, my manager asked that I take some computer classes, so I enrolled the following week."

Question: "Describe a difficult challenge that you had to deal with?"
Tips for Answering:
- Relate this to work or school, not personal.
- Explain how you solved a problem.

Answer: "When I worked for the school paper, I had to decide what stories to print. I would explore my options, consult with my editor and come up with the best solution."

DRESS FOR SUCCESS

KEY NOTES:
- It is a fact that first round candidates can be quickly eliminated based upon how they dress for the interview.
- It is customary for the applicant to dress one or two levels up from the job they are applying for.

EX. People at a job site are wearing a dress shirt and slacks. You should wear a suit.
EX. People are wearing jeans and a t-shirt. You should wear slacks and a collared shirt. A tie is always a good idea.
- Grooming is just as important as finding the perfect outfit.

INSTRUCTIONS:
- Pass out the "Dress for Success Worksheet" (To make the work sheet 8.5" x 11" make one copy of this page, cut out the worksheet and enlarge on your copier 285%.
- Lecturing on this topic is optional or let students read it on their own.

Dress for Success Worksheet

MEN

Suits:
- 2 piece suit, jacket and pants
- Suit should be navy, charcoal or light gray in color
- Pants should have no wrinkles
- If you don't have a suit, solid color pants are ok. Gray, navy or black.

Shirts:
- Always long-sleeved
- White or blue shirt is best
- Button-down or straight collar

Ties:
- Try to find 100% silk
- Length of tie stops at the belt buckle
- Conservative, solid or stripes
- The smaller the knot, the better
- No clip-on or bow tie

Shoes:
- Brown or black leather

Socks:
- Black socks, long enough not to show bare skin if you cross your legs
- No gym socks ever

Accessories:
- Keep jewelry to a minimum
- Black belt with small buckle
- Don't overdue cologne

WOMEN

Suits:
- Preferably light or medium wool
- Navy, charcoal or light gray in color
- Skirts should fall no more than 2-3" from knee
- Pants are fine as long as they are tailored and not tight.

Blouses:
- Stick to long-sleeved or bring a nice jacket
- White or cream are optimal. Light blue, yellow or pink are ok, too
- Don't wear anything revealing

Shoes:
- Leather
- Black, brown or navy
- Stay away from anything that's too trendy
- Heels up to 2 1/2" are ok
- Do not wear open toed shoes with panty hose

Stockings or panty hose:
- Wear them
  Neutral skin tones are best
- Keep an extra pair with you in case of a "run"

Accessories:
- Bring purse or briefcase. Not both
- Belt should match shoes
- Keep jewelry to a minimum, less is more

Makeup:
- Subtle is the key. A little lipstick and never appear overly made up.

THE RESUMÉ

KEY NOTES:
- A resumé is a true reflection of what you can offer an employer.
- It should be short, concise and descriptive.
- The resume must be neatly typed and free of errors.
- The resumé should include your name, address and phone number.

INSTRUCTIONS:
- On an 8.5" x 11" sheet of paper, write "objective, Education, Skills, Work Experience, Honors and References" in a column on the left side of page.

ASSIGNMENT:
- Using your experience, fill out a resume based on the example below.

Lisa Burd
0000 Any Street
Any Town, State 00000
(000)000-0000

Objective: To obtain an entry level position in a legal office.

Education: Davis Hills High school, 1998-2002 - Davis, CA
3.7 CPA
Excelled in Computer, Psychology and Sociology courses

Skills:
- Type 50 words per minute
- Good communication skills
- Work well under pressure
- Good work ethic

Experience:
6/02-10/03 Server - Em's Family Restaurant, Davis, CA
- Worked in fast-paced restaurant, providing exceptional customer service

Honors
- Honor Roll 1998-2002
- Basketball Team Captain
- Junior Academic Merit Award

References:
- Furnished upon request.

THE RESUMÉ

Objective:
- Tailor objective to the job you are applying for.

EX: "To obtain an entry level position in a legal office."

Education:
- List your highest level of education first and work backwards.
- List any special job-related classes or unique programs.
- List your current CPA if it is above 3.4.
- List the institution, city, state and expected graduation date.

EX: Davis Hills High school (1998-2002) - Davis, California, 3.7 CPA.
Excelled in Computer, Psychology and Sociology courses.

Skills:
- List any skills or special abilities that could benefit an employer: Communication, problem solving, budgeting, coaching, leading, operating, performing, computers, foreign language and quick learner.

EX: "While in school I was president of my Spanish club and captain of the tennis team. This experience taught me how to manage large groups of people and furthered my understanding of other cultures."

Experience:
- List the job title, company, city, state and the dates of employ ment, starting with the most recent. If you've never had a paid job, use your extra curricular activities, internships and volunteer work.

EX: 6/02-10/03- Server - Em's Family Restaurant, Davis, CA.
"Worked in fast-paced, restaurant, providing exceptional customer service."
EX: Thanksgiving Break 2000- Volunteer trip to Encinada, Mexico.
"Worked with youth group building a dormitory for the homeless."

Honors:
- List ways you have received recognition for your skills.

EX: President of a club, Team captain, individual or team awards.

References:
- A phrase such as "References furnished upon request" is fine.

Key Point: Make sure to ask your references if it's o.k. to use them.

FINAL INTERVIEW PROJECT

KEY NOTES:
- This assignment will put together all of the things learned in the program and teacher's guide.
- Students will present the material in front of the class. (7 - 10 minute time limit per student).

INSTRUCTIONS:
- Have students give a 7-10 minute presentation that covers the material below (Assignment).
- Give students 3-5 days to prepare for the presentation.
- Grading is the teacher's choice.

ASSIGNMENT:
Give a 7-10 minute presentation that covers the material below.

- Have student pick a job that they want to "interview" for.
- Come to class dressed for an interview.
- Why did you choose this job?
- Give the job description and the training needed.
- Show your resume/Present your best highlight.
- Role play in an interview situation with another person [This can be a video, tape recording or live in-class presentation. The applicant (the student being graded) must answer one original question that is not on the interviewing worksheet. The applicant must ask the interviewer one question.]
- What did you learn from this experience?

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Job Hunters Guide

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