6.1 Online Job Search Lesson Plan

Prior to Class

Student Setup:

1. Copy the Student Folder onto each desktop.
2. Prepare printed copies of the following:
   a. 6.0.1 Online Job Search Student Manual (from Student Folder)
   b. 6.3 Online Job Search Session Survey
   c. 6.4 Online Job Search Certificate if pre-printing certificates

Instructor Setup:

Ensure that the LCD projector and computer are working properly.

Complete the Student Computer Setup on the presentation computer.

Open the following documents from the Student Folder on your computer and then minimize them so only your desktop appears.

- 6.1 Job Search Presentation

- From Student Folder:

  ✓ 6.0.2 Career Self-Assessment Activity

  ✓ 6.0.3 Career Profile Activity

  ✓ 6.0.4 Career Objective Activity

  ✓ 6.0.5 Online Job Application Practice

  ✓ 6.0.6 Job Search Journal

  ✓ 6.0.7 Online Job Search Resources

- [Occupational Outlook Handbook](web link) (web link)

- [Online Job Application](web link) (web link)

In Class

Tell students that *Online Job Search* is a two hour course that will provide students with strategies to conduct an effective online job search. Students will learn how to access job sites

on the web, use job search engines, and fill out online applications. The course also includes a self-evaluation of skills and tips on how to guard the jobseeker's privacy during the job search.

Complete introductions. Ask if any have prior experience. Explain that we will only be going over basics because this is an introductory course. Ask about their expectations… ie: "What do you *hope to learn today?*"

Instruction:

Display the 6.2 Online Job Search Presentation on the screen. Students take notes in student handbook (dotted lines are provided in the handbook for this purpose) when necessary. ENCOURAGE students to stop you if they have any questions.

State & Display Objectives

- Identify the steps for an effective job search

- Evaluate career interests and abilities

- Research job market

- Discuss the impact of technology on the job search

- Evaluate job search engine strategies

- Complete sample online application

Present Slides

- Discussion

  What are the reasons for a job search? (career change, laid off, returning to work, first-time worker)

  How did you (or someone you know) get a job in the past?

  How has the internet changed the job hunt process (jobs posted online, networking opportunities have expanded globally, more completion for jobs, email is a necessary communication tool)

- What does a modern job hunter need?

  1. Internet access

  2. Professional E-mail address

  3. Resume

  4. Organizational System (calendar, contact list, application log)

  5. TIME

6. Positive attitude

What is networking and why is it so important?

Networking means making connections with other people. Everyone already has a network:

- o Family
- o Church and social organizations
- o Friends
- o Recreational groups
- o Current and former co-workers
- o Former teachers and classmates

- Think about how to approach people in your network for help. Be prepared and have a goal in mind, but don't directly ask for a job. Be creative and reconnect with someone you haven't talked to in a long time. Consider HOW you contact someone in your network (email, phone, letter, etc.)

- Increasing the size of your network means more opportunities:
  - o Join professional organizations
  - o Contact companies directly
  - o Staffing agencies
  - o Volunteer/Intern

- The internet can expand your network all over the world:
  - o Social media (Facebook, LinkedIn)
  - o Personal blog/website/online portfolio
  - o Use e-mail for communication
  - o Browse and contribute to professional forums

- Be careful what you put online!
  - o Employers check sites like Facebook. Don't put anything embarrassing on your profile
  - o Create a professional email address. i.e. *yourname@gmail.com*

- Explain that students need to use their networks for every step of your job search.

Look at the job hunt steps in detail:

1. SELF ASSESSMENT Career Self Assessment Activity
   - Skills
   - Education
   - Financial needs
   - Personality
   - Interests
   - Values

   Maximize the **6.0.2 Self-Assessment Activity** on the screen. Ask students to locate the file in their Student Folders and to open it. Go through the activity with students. Ensure that students understand the vocabulary used.

   Note: *If working with students with lower level computer and literacy skills, you may want to print the document out and have students complete it in printed version. Then they can open up the file and type in their responses.*

   If students have access to a printer from their computers, have students print out their career self-assessment activity.

2. RESEARCH
   - Maximize the Occupational Outlook Handbook web link on the screen.

   - Ask students to find **6.0.3 Career Profile Activity in** their student manual. *Tell students to LOOK at the activity but not to write anything down at this point.*

   - Choose an example occupation (i.e. dentist) and show students how to answer these career research questions:

     - What is the **state of the industry**?
     - What kinds of positions are available?
     - What are the working conditions/culture like (and do they match your own values)?
     - What are the educational requirements?
     - What is the typical salary?

   - Ask students to open their Internet browser and navigate to the http://www.bls.gov/ooh

   - Have students select a career to research.

- Students will use the **6.0.3 Career Profile Activity** in their Student Manual to record their research.

3. CAREER OBJECTIVE

Let students know that they can know COMBINE findings from their Self- Assessment and Career Profile Activities to develop a **career objective.** "What do I need to do to meet my career objective?"Discuss each of the following with the class:

o Skills: What skills does the job require? What skills do I have? What do I have to do to get those skills?

o Sacrifices: Do I need to invest money in education? Will I have to take night or weekend classes? Am I willing to relocate? Etc.

o Network: Who do I need to talk to/meet Do I know someone who can help me?

o Physical stuff: targeted resumes, portfolio, calendar, business card, cover letter, references

Think of the above as smaller goals that will help you achieve your main goal.

Display **6.0.4 Career Objective Activity** on the overhead and ask students to locate the printed version of the activity in their Student Manuals. Use your own career profile as an example to go through the activity so that students understand the process they will follow.

Ask students to complete the **6.0.4 Career Objective Activity**. Most students will find it easier to complete this in printed version in their Student Manuals. However, students with good computer skills may complete the activity using the actual document found in their Student Folder on the computer desktop.

4. FIND JOB OPENINGS

Display the online job boards below and explain and demonstrate search strategies (registration, keywords, location, salary, etc.):

- **www.Monster.com**
- **www.indeed.com**
- www.**workintexas.com**

Discuss posting resume online (careful of what information you share)

REVIEW ways to be safe when job hunting online

Review other ways to apply for jobs.

- o Sign up for e-mail job alerts

- o Networking online and in person

- o Staffing agency (apply online)

- o Volunteer/Internship

- o Workforce Solutions provider

Ask students to locate the file **6.0.5 Online Job Application Practice** in their Student Folder. They will Ctrl + Click on the link to open and complete the practice activity.

5. FOLLOW-UP

DEMONSTRATE how to keep a job application log.

Display the **6.0.6 Job Search Journal** on the screen and discuss the importance of following up after applying for a job.

Additional Online Resources and Information in Student Manual

Display the *6.0.7 Job Search Online Resources* document on the screen and show them the file location in the student folder. Then, depending on the student skill levels and time constraints, you can choose to cover additional material in the student manual.

> **ASSIST STUDENTS WITH COPYING THEIR STUDENT FOLDER FILES TO THEIR OWN USB DRIVE OR THEIR OWN ONLINE DRIVE.**

6.3 Online Job Search Session Survey

Ask students to complete the printed hand out *6.3 Online Job Search Session Survey* and collect these before students leave.

6.4 Certificate of Completion. Depending on your printing situation, do one of the following:

- Call students up one at a time to print their Certificate of Completion from your computer. You can ask them to type in their own names. Sign their certificates.

- If no printer is available in the lab, have pre-printed certificates available and write or pre-type student names. Sign certificates before the class so they are ready to distribute.

Instructor Notes: ....

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