

My Job Search Plan

Theme and Level

Theme: Make Plans

Level: Next Steps

At a Glance

Students create a job search checklist, job search plans, and records to track job search activities.

Time: 75 minutes.

Essential Questions

- How do I stay organized amid a job search?

Preparation

- Secure computer lab with overhead projector enabled and CIS access
- Make copies of the *My Job Search Plan Worksheet*, one per student.
- Note: this activity is for work-bound seniors. A corresponding activity, Senior Year College Planning Checklist, is for seniors heading to the workforce instead of school

Steps

1. Show PowerPoint (PPT) Slide 1. Tell students that the goal of this lesson is for each of them to plan, organize and track their job-search activities.
2. Show PPT Slide 2. Ask students, "How many of you have conducted a job search?" Allow students to respond and discuss this. Note that it can be challenging to stay organized and motivated; a job search is a full-time job.
3. Tell students that this activity will help them plan a successful job search by developing a plan of action and using a checklist and record form to track needed activities.
4. Show PPT Slide 3. Distribute My Job Search Plan worksheet and review the Job Search Steps checklist on page 2 with students.
5. Ask student to complete what they can on this checklist, placing checks where appropriate.
6. Demonstrate CIS Job Search information. Show the section headers and how to peruse this information for valuable job search instruction and support. Also show students the Resume Creator section of the Portfolio and walk students through creating or updating their resumes.
7. Provide 30 minutes for students to peruse CIS Job Search information and update their resumes if needed.
8. Encourage students to share interesting information that they learned while reading the Job Search information.
9. Show PPT Slide 4. Divide the class into pairs and have students work together to draft their Job Search Action Plans on page 3 of the worksheet.
10. Ask for volunteers to share their plans.
11. Show PPT Slide 5. Review the Job Search Record Form on page 4 of the worksheet. Discuss the importance of keeping detailed job search records for follow-up purposes. Explain that an effective job search will likely require hundreds of contacts, so having good records will help you stay organized.
12. Instruct students to create a record for each job and informational interview that they conduct.
13. Show PPT Slide 6. Ask students, "What do you think employers look for in a job search applicant? What sorts of things might they observe that would alienate them from an applicant?" Discuss their answers and ideas for five minutes.
14. Show PPT Slide 7. Review the Interview Evaluation Form on page 5. Explain that after each interview, job seekers should evaluate themselves on how well they performed on the items listed on this form.
15. Show PPT Slide 8. Ask students to write a summary of their own job search action plans then transfer this to the reflection box in Next Step: Make Plans, Action Plans and Supports section of Career Plan.

Variations and Accommodations

- Students needing special assistance should be partnered with a helpful class member for this activity.
- Worksheet could be completed outside class, allowing job counselors and other key people to provide input, guidance, and support.
- Check-in with students monthly regarding their progress towards securing a job during the second semester of the senior year.

Assessment

Use the *My Job Search Plan Scoring Guide* to evaluate student work.

Portfolio

Students enter their reflections about what they learned in the text box within the Next Step: Make Plans, Action Plans and Supports section of Career Plan. The following box needs to be completed: **What is your action plans for this year?**

Materials

Computer lab with an overhead projector and CIS access

[My Job Search Plan \(PPTX\)](#)

[My Job Search Plan Scoring Guide \(PDF\)](#)

[My Job Search Plan Scoring Guide \(DOCX\)](#)

[My Job Search Plan \(PDF\)](#)

[My Job Search Plan \(DOCX\)](#)

Goals and Standards

Common Core State Standards

- English and Language Arts Career Anchor: Reading Informational Text
- English and Language Arts Career Anchor: Writing
- English and Language Arts Career Anchor: Speaking & Listening

National Career Development Guidelines

- GOAL PS4 Balance personal, leisure, community, learner, family and work roles.
- GOAL CM3 Use accurate, current and unbiased career information during career planning and management.
- GOAL CM4 Master academic, occupational and general employability skills in order to obtain, create, maintain and/or advance your employment.

American School Counselor Association

- Personal-Social Development, Career Development

Bloom's Taxonomy: Understanding, Analyzing, Synthesizing, Applying

American School Counselor Association (ASCA) Mindsets and Behaviors for Student Success

Mindset Standards

- Self-Confidence in Ability to Succeed
- Positive Attitude Toward Work and Learning

Behavior Standards: Learning Strategies

- Demonstrate Critical-Thinking Skills to Make Informed Decisions
- Use Time-Management, Organizational and Study-Skills

- Apply Self-Motivation and Self-Direction to Learning
- Apply Media and Technology Skills
- Gather Evidence and Consider Multiple Perspectives to Make Informed Decisions

Behavior Standards: Self-Management Skills

- Demonstrate Ability to Assume Responsibility
- Demonstrate Ability to Work Independently
- Demonstrate Ability to Manage Transitions and Ability to Adapt to Changing Situations and Responsibilities

Behavior Standards: Social Skills

- Use Effective Oral and Written Communication Skills and Listening Skills
- Create Positive and Supportive Relationships with Other Students
- Use Effective Collaboration and Cooperation Skills
- Demonstrate Social Maturity and Behaviors Appropriate to the Situation and Environment