

Job Search Basics

Lesson Plan

A student who is looking for jobs learns the basics of where to search and some tools to make them more effective at finding jobs online.

Lesson Objectives

At the end of the class, the student will:

* Know how to upload a resume to a website.
* Be familiar with and able to use national, local, government, and individual company job search sites.
* Know how to apply for a job at a company’s website.
* Know how to identify job scams.

Lesson Prep Work

(30 min, at a minimum, prior to student arrival)

* Get in early to test for technology failure, because it will happen :-)
* Print handouts.
* Load up job application practice form at <http://www.iseek.org/exoffenders/find-job/job-application-online.html> on every computer.
* Pre-save resume in My Documents folder on instructor PC for attaching a resume demo.

Lesson Prerequisites

● Email address

● Basic familiarity with a web browser

● Mouse and keyboard skills

Lesson Outline

The lesson is completed in one 90-minute class session.

*(5)* Introduction

* Introduce instructor.
* Let students know it is okay to take phone calls, but ask them to put their phone on vibrate and answer calls outside the classroom.
* Inform students that they can sit back and watch if the class is too advanced.
* Inform students they can go to the bathroom, they don’t need permission.
* Show order in which class will happen. Explain scope of class.
* Mention the job search bookmarks on the rack at the back of the classroom.
* Job Sharing activity
  + *Activity: At introduction ask:*
    - Why are you taking this class? What kind of job are you looking for?
    - Write answers on board to reference later.
    - With class, think of synonyms for job titles.
* Searching for a job
  + *Explanation*
    - Before you can apply for a position, you need to locate a job that fits your criteria; there are certain sites, called aggregators that can help you with this task.
  + *Activity: Searching a national job aggregator web site* 
    - Navigate to [www.indeed.com](http://www.indeed.com) (other examples might include monster.com or careerbuilder.com).
    - Type in an example of job title from white board into the “what” field.
    - Input zip code or city into “where” field and select “Find Jobs”.
    - Select a relevant job (make sure to point out location of position and name of company)
    - Point out “apply now” button.
    - *Activity: Using synonyms to find other relevant jobs.*
      * Use a different search term on the indeed.com main page (for example “data entry”, “clerk”, “clerical”, “administrative assistant”, “secretary”)
      * *Discussion: Have class identify the differences in results that appear.*
  + *Activity: Use indeed.com to navigate to a specific company’s website.*
    - *Explanation*
      * By clicking on apply now, indeed.com will redirect you to the company’s website at the specific page you need to apply at.
* Applying for a job on a Company’s website
  + *Explanation*
    - If you’re looking for a specific job at a specific company (like pepsi or something) it may be easier just to go to the company’s website.
  + *Activity: Apply at kfc.com (or another site you know well that will not require a resume)*
    - Navigate to kfc.com
    - OR use google.com to search for kfc’s web address.
    - Search for “careers”, “jobs”, “employment opportunities” on the web page. Let the class know the keywords to look for.
    - Scroll to the bottom of the web page and use the site map to find the career section of the page.
      * *Teachers Tip: If you have a skilled class, you may want to show them CTRL+F (find function) to help look for keywords, like “career”, or “employment”.*
    - Select “Apply Restaurant”
    - Much like indeed.com you will typically search for jobs by location and keyword.
      * *Teachers Tip: If you don’t get the results you need by searching for zip code, try the city, then the city and state.*
    - Type in zip code or city in location field and click search jobs.
    - Select a job from the list that fits your criteria.
    - Click “apply”.
    - *Explanation:*
      * A lot of sites you will apply for will require you to create a log-in. Typically you can use your e-mail address as a username. The password is a bit more complex and will typically have some rules regarding its creation (capital letters, special characters, etc. – it’s a good idea to send students to Staying Safe Online since we discuss passwords at length in that course).
* Filling out a job application online
  + *Explanation*
    - Rather than creating a username and password at kfc.com let’s move on to a demo application that we can all do on line. Even if you have a brilliant resume you’ll probably have to fill out a job application at some point in time.
  + *Activity: Practice filling out a job application.*
    - Have class navigate to the practice application you have already opened in their browsers.
    - *Explanation:*
      * This is not a real job application but it works the exact same way. I don’t know who made this form, so we’re not going to be entering real information.
    - Enter first name as Mickey (write on board).
    - Enter last name as Mouse (write on board).
    - Enter email address as [Mickeymouse@disney.com](mailto:Mickeymouse@disney.com) (write on board)
      * *Teachers Tip: Recommend that people in the class without email addresses attend our Email basics course to set one up (it will be necessary if they are applying for work online).*
    - Enter address as Library’s address (write on board)
    - Enter city as Denver (write on board)
    - Select CO from state drop down menu (write on board)
    - DO NOT enter zip code (write on board)
    - Enter phone # as 7208651706 (without hyphens) (write on board)
    - Click Next
  + *Discussion: Why didn’t our application go through to the next page?*
    - Red error messages at top of screen.
      * Notice red asterisk next to zip code field? This means it is required. Always look to the top of the screen for the red error text.
      * Our phone number was not accepted because it didn’t follow a very specific required format. If you look below the phone number field you’ll see the following format requirements: xxx-xxx-xxxx. Hyphens are required.
        + *Teachers Tip: Indicate that dates will follow similar formatting conventions. Always pay attention to the requested format (it will be different from website to website).*
  + *Activity: Correct information on form and proceed to next step.* *Great job team!*
  + *Comprehension Check:*
    - What do asterisks on job applications mean?
    - Where do I look for information on how to type in a phone number or date range?
* Using Craigslist
  + *Explanation*
    - Craigslist is essentially an online version of the old school classified ads from the paper. You can purchase a bike, or schedule a meet up, but it also happens to be great for local job searches.
  + *Activity: Searching for a job on Craigslist.*
    - Open a web browser and type in craigslist.org into the address bar.
    - Select Denver under the Colorado heading on the main Craigslist page.
    - Point out the Jobs section of the Denver craigslist page.
    - *Explanation:*
      * You can refine your search by selecting “admin / office” or you can search all jobs posted on Craigslist by clicking on the “Jobs” heading (keep in mind, thousands of jobs are posted a day, so it might be better to limit your search a bit).
    - Select one of the categories of jobs (I chose admin/office jobs).
    - Select one of the jobs that appear.
    - Have class read through the job description.
    - SPECIAL NOTE: Sometimes applying for a job on Craigslist will require you to send an email to a specific person mentioned in the post, or to click on a weblink, make sure the class is fully aware that they will need to read every post and follow the directions EXACTLY.
  + *Activity: Applying to a job on Craigslist.*
    - *Explanation:*
      * Now that we’ve found a position we’re interested in on Craigslist we need to apply for it. But it’s a bit different than filling out an application.
  + *Activity: Applying for a job on Craigslist*
    - *Explanation*
      * One way of applying for a job on Craigslist is to click the reply button in the upper left hand corner (remember to read the ad fully to see if there are any special instructions before applying).
    - Select “Reply” in the upper left hand corner
    - You can select your mail service (like Gmail or Yahoo Mail)
      * You can also copy and paste the email address into a new email.
    - Select Gmail and log-in to account.
    - Point out anonymous email address and subject field that is pre-filled out.
    - *Explanation:*
      * All you need to do now is attach a resume (if you need practice “attaching” a file, please come to our Email: attaching a file class). Also, if you don’t have a resume, you will need one to apply for most jobs on Craigslist (since there is no standardized application). You can come to our MS word resume course or open lab for assistance.
  + *Demo: Attaching a resume*
    - Select the paperclip icon
    - Use the file explorer to navigate to the pre-saved resume.
    - Select the file and click on open.
    - You should now see confirmation that the file was uploaded.
      * *Teachers Tip: Remember, don’t send the email silly.*
* Job searching vs. having jobs pushed to you
  + *Explanation*
    - Up until now we’ve been applying for positions, but some websites (like linkedin.com or connectingcolorado.com) will have you fill out an online application and then push jobs to you. Make sure that if you create an account or sign up for an email list that the site is legitimate and well regarded.
      * *Teachers Tip: If class is higher level, it may be worth mentioning/demoing RSS feeds (do this at your own discretion).*
  + *Activity: Navigate to linkedin.com*
    - Type Linkedin.com into address bar.
    - *Explanation*
      * Linked in is a networking site (like facebook but for job seekers), it may not be right for you, but it is worth taking the linkedin class we offer to find out. You will not directly apply to jobs here, but jobs might be recommended to you.
  + *Activity: Navigate to connectingcolorado.com*
    - Type connectingcolorado.com into address bar
    - *Explanation*
      * Connectingcolorado.com is a site for both job seekers and employers. You can fill out an application and if/when a potential employer views it, they would contact you about work (rather than the other way around).
    - Point out the tabs for Employers and Job Seekers
* Job Scams
  + *Explanation*
    - Beware of sending or posting a resume to a website that purports to share with potential employers.
      * If it makes you pay to post, it’s not real.
      * If it requires excessive personal information, it’s not real.
      * If it sounds too good to be true, it is.
      * Craigslist specific issues:
        + Show examples of job scam emails (j:classes/staying safe online)

If they request a credit check before you ever meet them, be wary.

If there are copious grammar or spelling errors, be wary.

If they require money upfront, it’s probably not real.

* + - * Protecting yourself from scams:
        + Don’t give too much information upfront.
        + Don’t agree to a credit check upfront.
        + Don’t pay for software or training online.
        + Don’t give your bank account # for direct deposit.

If it’s especially harmful, or if you send your personal information, report it at:

[www.ftccinokaubtassistant.gov](http://www.ftccinokaubtassistant.gov)

[www.ic3.gov/default.aspx](http://www.ic3.gov/default.aspx)

* (Optional, depending on time) Other websites
  + *Activity: Navigate to Jobing.com*
    - Navigate to jobing.com.
    - *Explanation*
      * Jobing.com is typically for local job listings and is very similar to the other job sites we’ve explored today.
    - Enter zip code.
    - The next screen will request a job title to search for, indicate the similarities between this site and indeed.com. Stress that all of these sites are essentially the same.
  + *Activity: Navigate to usajobs.gov*
    - Navigate to usajobs.gov
    - *Explanation*
      * Usajobs.gov is a listing for government jobs, but is pretty much the same as the other job sites (keyword searches for job titles, and searches by zip code or city to narrow the results to your general locale).
    - Enter zip code and select search.
    - Point out similarities again, stressing how each of these sites are the same thing with a different face, and that once you learn how to navigate one job site, you can pretty much handle all of them.
* (Optional, depending on time) Students search for jobs
  + *Activity: Students practice searching for jobs online using what they’ve learned in class. Remember to point out the other job sites listed on the handout.*

**(5)** **Conclusion**

* Go over handout, review material, and emphasize contact info & further resources on handout.
* Any questions? Final comments?
* Remind patrons to practice; assign take-home-practice - remind them they can ask for help
* Remind to take survey.

Appendix

What This Lesson Does Not Cover

* Resumes
* Account creation for job sites (it would eat up far too much time, and if someone didn’t have an email address they may not be able to participate).

Key Decisions

1. It was unanimously decided that the class should be heavily restructured and be less oriented on resume review and more about the organic simulation of applying for a job online.