

INSTRUCTOR'S GUIDE FOR WELFARE TO WORK VIDEO SERIES: YOUR JOB IS OUT THERE

OVERVIEW

The second in JIST Publishing's *Welfare To Work* video series, *Your Job Is Out There* provides viewers with sound advice and options concerning the use of resumes and applications.

Participants are shown the purpose of a resume, resume formats, how to put together a resume, and ways to distribute a finished resume. Also included is information on who to contact and where to look for current job openings.

A news desk setting is featured, allowing continuity throughout this four-video series. While no actual stops have been placed within the video, it is easy to pause the tape at obvious points so that the participants may have time to compile or write information.

The companion workbook is referenced many times during the course of the presentation to locate more information and the written examples.

PRESENTATION SUGGESTIONS

Review the key points from the first video in the series, *Getting Started*, by discussing the progress participants have made on their portfolios. Address any questions or difficulties that may have come up. Ask, "Has anyone ever heard the term *resume*? What is a resume?" (ANSWER: A broad account of a person's employment history, usually including a listing of skills.) Then ask, "Has anyone written a resume for any reason?" Discuss when and for what reason. Next, introduce the idea that a job application contains much of the same information as a resume. A resume is merely a more formal approach.

Complete the **Anticipation Quiz** prior to viewing the video *Your Job is Out There*. Ask the participants to set this aside while viewing and taking notes on the video. Encourage them to become aware of correct answers to the **Anticipation Quiz** questions as they appear in the video. When the presentation is finished, have the class review and correct the **Anticipation Quizzes** so that all class members have the correct answers. Complete one or all of the follow-up **Activities**. Complete and correct the **Quick Quiz** together as a group. Assign the **Homework Option** if desired.

ANTICIPATION QUIZ

Note: This quiz may be read out loud, allowing time for student responses, or it may be copied and distributed as a written exercise.

Directions: Respond to each question or statement as honestly and completely as possible.

1. Is there only one correct way to write a resume?
2. If you have a spotty work history, should you even try to write a useful resume?
3. Is it necessary to include references with a resume?
4. Are the classified ads the best place to get job opening information?
5. "Networking" refers to the use of television job listings.

ACTIVITIES

Activity # 1

Title: Prepare Mr. A. Jobseeker

Format: Small group

Time: 10 minutes

Materials: chart paper, markers

Procedure:

1. Ask the participants to form groups of three or four people.
2. Distribute chart paper and markers to each group.
3. Ask the participants to draw an outline of a person on the chart paper. Explain that this will be A. Jobseeker's outline. Encourage them to use the entire paper so the outline will be large and easy to see.
4. Allow 10 minutes for the group to draw anything they think this person should have brought with them to be more prepared to complete an application or write a resume.
5. Choose two or three groups to explain to the whole group how they chose to prepare "A. Jobseeker."

Activity # 2

Title: Persistence Wins

Format: Pair

Time: 25–35 minutes

Materials: pen, paper

Procedure:

1. Ask the participants to find a partner.
2. Explain that they will be writing a brief phone script between a job seeker and a receptionist who is rather difficult to deal with.

3. Tell the group to include several exchanges that reach the desired goals of getting to a supervisor and securing an interview. Encourage the participants not to make this an easy exchange for the job seeker. Be as hard-nosed as many supervisors' "screeners" are.
4. Have each pair perform its script for the whole group.

Activity # 3

Title: Professional Versus Unprofessional

Format: Small group

Time: 20–30 minutes

Materials: pen, paper

Procedure:

1. Place the participants into groups of four or five.
2. Explain that they will be developing examples of a person whose image is professional and of a person whose image is unprofessional. Remind the students that first impressions last in the minds of employers.
3. The groups may use any method they choose to show these two examples: Drawings, charts, role-playing, and so on are acceptable.

This can be fun when presented to the whole group. Let them enjoy this one!

QUICK QUIZ

Note: This may be read out loud, allowing time between each question so that students may think about their responses, or it may be copied and distributed as a written exercise. There will be no answer key following this quiz as the students' answers will vary based on their own thoughts and feelings. Do discuss each question together after completion.

Directions: Answer these questions with a Yes or No.

1. I have a clear idea of a job that I want.
2. I know three resources for job information.
3. I have written sections of my resume.
4. I am aware of my skills.
5. I have practiced using my job objective in a practice interview.
6. I feel confident talking about my skills.
7. I know which parts of my job objective need work.
8. I will try calling at least three employers to set up an interview.
9. I understand how to produce my own resume.
10. I can't wait for my first real interview.

HOMEWORK OPTION

Go online. Find at least two Web sites for job seekers and write down the site addresses. Visit those two sites and find two jobs for which you feel qualified. Print out the job listings, as well as any other pertinent information. Bring these to the next group meeting. Remember, if you don't have a computer in your home, you may find them at libraries, at schools, with friends, or with relatives. Ask around.