**Reading and Writing for Job Search Day 12**

|  |  |
| --- | --- |
| **Objectives** *Learners will be able to…* | **Materials** |
| ***Computer skill:*** *identify job scams*  ***Computer skill:*** *delete files from USB Drives*  ***Computer skill:*** *print documents*  ***Literacy skill:*** *understand interview etiquette* | **Make Student Copies**   * **Job Search Exercise 11: Determining Scams (Tab 31)** * **Job Search Interview Tips (Tab 32)**   **Props, Technology or Other Resources**   * Projector * Computer for every student * USB Drives |
|  | |
| **Lesson Plan** | Vocabulary |
| **Activity 1: Job Search Scams**  Description: discuss what to look out for in terms of scams when applying for jobs, specifically on Craigslist  Materials/Prep: copies of **Job Search Exercise 11: Determining Scams**  **Activity 2: Interview Do’s and Don’ts**  Description: students will learn basic etiquette for interviews  Materials/Prep: copies of **Job Search Interview Tips**  **Activity 3: Print off Résumés**  Description: demonstrate how to print off a document and all students who are interested in keeping a copy of their own can print their résumé out  Materials/Prep:  **Activity 4: Clean off USB Drives**  Description: explain how to delete files and then have student erase all files created in class  Materials/Prep:  **Activity 5: Awards**  Description: take a minute to recognize students who have passed the North Star Assessment and/or received attendance awards (if relevant)  Materials/Prep: obtain awards from coordinator | * Craigslist * Scams * Interview * Etiquette * Wages * Applicant * Interviewer |

**Teacher Directions: Activity 1: Job Search Scams**

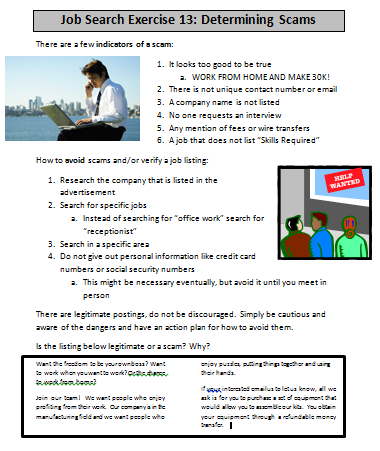
**- Job Search Exercise 11: Determining Scams**

Step 1: Review

**Ask** learners what they learned about Job Search Websites in the previous class?

**Ask** if they remember any job websites? *ISEEK, Minnesota Jobs*

**Ask** if anyone has use Craigslist to search for jobs?

****Step 2: Dangers of Craigslist

**Explain** that it is possible to come across **scams** on websites like Craigslist

**Scam:** a fraud

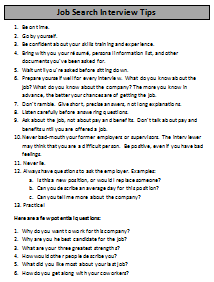
**Explain** that there are ways to determine that a job posting is a scam

Step 3: Determining if it’s a Scam

Hand out **Job Search Exercise 11: Determining Scams**

Go through the handout with learners

The final portion has learners determine if an add is a scam or reliable, ask them to look it over and pick reasons why or why not it is a real posting and then review them together

**Teacher Directions: Activity 2: Interview Tips -Job Search Interview Tips**

Step 1: Transition

**Ask** students what the ultimate goal of submitting an application or résumé is? *To get an opportunity to interview*

Step 2: Interview Rules

Hand out **Job Search Interview Tips**

Go through the handout with learners and ask them

Step 3: Demonstrate an Interview

Ask a student to pick a question to ask you as if they were interviewing you for a job

Go over how to answer that question

**Explain** that when interviewing it is important to remain calm and really think about your answers

Step 4: Student practice

Have studenst write down three questions from the list

Pair them up

Instruct one student to act as th einterviewer and one as the applicant

Interviewer: ask the interviewee questions

Applicant: answer as if at a real job interview

Once they go through all of their questions, **instruct** them to switch roles

**Teacher Directions: Activity 3: Print out Resumes**

Step 1: Ask who is interested

Explain that the work that has been created will be deleted unless students want to keep a copy of it

Step 2: Demonstrate how to print

Step 3: Assist students with printing

Step 4: Pick up résumés from the office

**Teacher Directions: Activity 4: Clear off USB Drive**

**DO NOT DELETE ANY FOLDERS THAT CONTAIN CLASS FILES. ONLY DELETE FILES THAT WERE CREATED DURING CLASS TIME**

Step 1: Why

Explain that the work we have done needs to be cleared off of the USB drive to keep everything organized and ensure there is space on the computer

Step 2: Demonstrate how to delete files

Learners should have their **EYES FORWARD AND HANDS ON COMPUTER**

Walk students through deleting files

Click on **Start Menu>** Click on My Computer> Locate (E: ) Drive> **Right-Click** on a file and then select delete

Alternate: click on file> hit delete key

Step 3: Controlled Practice

Delete a few files with the students leading you through how to do so

**Teacher Directions: Activity 5: Awards and Certificates**

Distribute any North Star Certificates and/or attendance awards (if relevant)

**Job Search Exercise 11: Determining Scams**

There are a few **indicators of a scam**:

1. It looks too good to be true
   1. WORK FROM HOME AND MAKE 30K!
2. There is not unique contact number or email
3. A company name is not listed
4. No one requests an interview
5. Any mention of fees or wire transfers
6. C:\Users\knorman\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\VJBZ911C\MC900056131[1].wmfA job that does not list “Skills Required”

How to **avoid** scams and/or verify a job listing:

1. Research the company that is listed in the advertisement
2. Search for specific jobs
   1. Instead of searching for “office work” search for “receptionist”
3. Search in a specific area
4. Do not give out personal information like credit card numbers or social security numbers
   1. This might be necessary eventually, but avoid it until you meet in person

There are legitimate postings, do not be discouraged. Simply be cautious and aware of the dangers and have an action plan for how to avoid them.

Is the listing below legitimate or a scam? Why?

Want the freedom to be your own boss? Want to work when you want to work? Or the chance to work from home?

Join our team! We want people who enjoy profiting from their work. Our company is in the manufacturing field and we want people who enjoy puzzles, putting things together and using their hands.

If your interested email us to let us know, all we ask is for you to purchase a set of equipment that would allow you to assemble our kits. You obtain your equipment through a refundable money transfer.

**Job Search Interview Tips**

1. Be on time.
2. Go by yourself.
3. Be confident about your skills training and experience.
4. Bring with you your résumé, personal information list, and other documents you’ve been asked for.
5. Wait until you’re asked before sitting down.
6. Prepare yourself well for every interview. What do you know about the job? What do you know about the company? The more you know in advance, the better your chances are of getting the job.
7. Don’t ramble. Give short, precise answers, not long explanations.
8. Listen carefully before answering questions.
9. Ask about the job, not about pay and benefits. Don’t talk about pay and benefits until you are offered a job.
10. Never bad-mouth your former employers or supervisors. The interviewer may think that you are a difficult person. Be positive, even if you have bad feelings.
11. Never lie.
12. Always have questions to ask the employer. Examples:
    1. Is this a new position, or would I replace someone?
    2. Can you describe an average day for this position?
    3. Can you tell me more about the company?
13. Practice!

**Here are a few potential questions:**

1. Why do you want to work for this company?
2. Why are you he best candidate for the job?
3. What are your three greatest strengths?
4. How would other people describe you?
5. What did you like most about your last job?
6. How do you get along with your coworkers?

**Here are a few questions that might be difficult to answer:**

1. Why did you leave your last job?
   1. Example answers: *“The company downsized and I was laid off” “I wanted to find a position with more room for growth”*
2. What are your weaknesses?
   1. Pick a weakness that’s also strength. Example: “*I am sometimes too fussy about details.”* This signifies that it might take you a while to finish tasks, but they will be carefully done.
3. You do not have quite enough experience in some areas.
   1. Not a question, but it could be brought up. Point out that you are a fast-learner, or further explain how you would benefit the organization.
4. How much do you want to earn?
   1. Again, avoid giving a direct answer to this question. Instead, redirect back to them and ask something like “*What have you planned to pay for this job?”*
5. What did you dislike about your last job?
   1. Pick one thing and make it short. Example: *“They didn’t have enough work to keep me busy.”*
6. You left your last job nine months ago. Why didn’t you find a job sooner?
   1. Do not give the impression you have been doing nothing. Say something like: “*I have been working hard to find a good job, but the job market is very tight.”*

**Final Tip:** if you get an interview, be sure to write a thank you note to the person(s) who interviewed you. Get it in the mail that day.