Career Education, Grade 11 – Job Preparation

**Overview/Rationale:**

This lesson serves as method for reconnecting with students face-to-face as well as a continuation of a conversation about effective job search strategies. It is also an opportunity to introduce them to expectations for the online assignments in the Unit.

**Duration:**

1 class

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| **Big Ideas** |  |
| **Curricular Competencies** |  |
| **Content** |  |

**Materials/Links:**

* Computer access for students
* My Blueprint access
* All lessons for myBlueprint for this unit should be created, loaded and assigned to class in advance
* Projector with online access for demonstration
* Copies of Networking Bingo worksheet for each student. Found on page 14 of ‘When I Grow Uo’ guide: <http://www.wrksolutions.com/Documents/WhenIGrowUp/WIGU_PDFS/High-School/WFS-WIGU-HighSchool-Lessons.pdf> or as a one page PDF in the SD71 district folder.

**Activity:**

Begin with Networking Bingo Worksheet, including leading a class discussion connecting it to carer planning and job search:

* How could people who share your interests help you make good educational and career choices?
* Who would be the most beneficial connection on your grid? Why?
* How might a “fun” connection like “favorite hobby” or “animal” help in your career development/job search?

Facilitate discussion about important factors in a quality job search:

* Having a resume targeted for the job you are applying for
* Having references ready to go
* Writing a cover letter for each job individually
* Researching the company
* Understanding the labour market
* Knowing your right and responsibilities.

Have brief conversation about where to look for jobs (other than job boards on the internet): talking to friends and family, going in to local businesses to introduce yourself, watching for information or tends in the local paper (i.e. new business opening up), job fairs. Only a small percentage of hiring happen through job ads – much of it happens through word of mouth.

Introduce expectations for coming assignments and get them stared on resumes and cover letters by doing the following. Use the rest of the class as an opportunity to connect and support students individually.

**Resumes & Cover Letters**

1. Select **Resumes** from the navigation menu on your dashboard in the ‘Work’ section.
2. Review the **Resume Guide** to learn more about effective resume building.
3. If you haven’t already, add your **Contact** information; fill in the **Education** section, and **Extra Curricular** activities.
4. Identify a Job Posting (Select the **Work** section in the navigation menu and select **Job Search** to find real-time Job Postings from Indeed.ca).
5. Select a job posting from an online resource – either a real job you would like to apply for, or a sample of one that you think you might be interested in in the future. Add an **Objective** to your resume for the job posting you selected.
6. Complete the **Volunteer Experience** section and add any **Work Experience** you have acquired up to this point.
7. Add any **additional experiences** that you’d like to record.

**HOMEWORK:** Share your **About Me** portfolio with your parents/guardian so they can see what you’ve done so far.

**Additional Resources for teachers:**

myBlueprint lesson plans

<https://www.myblueprint.ca/support/lessonplans>

‘When I Grow Up’ Career planning Guide

<http://www.wrksolutions.com/Documents/WhenIGrowUp/WIGU_PDFS/High-School/WFS-WIGU-HighSchool-Lessons.pdf>

Employment standards

<https://www2.gov.bc.ca/gov/content/employment-business/employment-standards-advice/employment-standards>

BC Labour Market information

<https://www.workbc.ca/>