

PRE-EMPLOYMENT INSTRUCTOR'S SUMMARY

Title:	Pre-Employment
Hours:	6 hours
Description:	Pre-Employment is designed to provide the members with the skill needed to positively search for employment, construct a résumé and cover letter, complete a job application, and interview successfully. Additionally, the members will learn to compose a thank-you letter expressing appreciation for the opportunity to interview and reiterating interest in obtaining the job.
Objectives:	Upon completing this course, members will have the skills and tools necessary to construct a résumé, cover letter and thank-you letter, perform an effective job search, and professionally interview.
Materials:	A marker board or chalk board, a flip chart (optional), course outline handout, in-class exercises, and role-playing exercises.
Implementation:	The instructor needs to mirror the expectations that potential employers will have during the interview process. During mock interviews and other in-class exercises, the instructor should ensure that members are participating in a specific exercise, are paying attention and are behaving respectfully. Inform the members that as they progress through the program, the course structure will be less formal and more fun. However, it is important to point out that this module parallels the job interview process when they must make their best impression. The instructor should make use of handouts and a marker or chalkboard during the presentation of the content in this course. Computer overheads or PowerPoint presentation may also be used to convey topics of discussion.
Topics:	Job Search Skills Résumé Writing Cover Letter Format Completing a Job Application Interview Skills Thank you Letter Format (After Interview) Mock Interview
Certification Requirements:	Master all competencies for Pre-Employment (see PRE5) Score 80% or higher on the Work Certified® Certification Exam

PRE-EMPLOYMENT COMPETENCIES

PRE-21. Demonstrates knowledge of job search methods and sources by scoring 100% on the Job Search Exercise as evidenced by Q&A.

PRE-22. Demonstrates proficiency in writing an effective Résumé, cover letter, and thank-you letter as evidenced by product review.

PRE-23. Demonstrates development of a résumé, cover letter, and job application in applying for a chosen job position through the mock interview as evidenced by observation of performance.

PRE-24. Demonstrates effective interviewing skills by participating in a mock interview, demonstrating proper dress, preparing effectively for questions, and preparing a thank-you letter for the interview as evidenced by observation of performance.

PRE-EMPLOYMENT COURSE OUTLINE

LESSON 1

Course Introduction and Competency Requirements
Job Search Skills
Résumé Writing
Cover Letter Format

LESSON 2

How to Fill Out a Job Application
Interview Skills
Thank You Letter Format
Pre-Employment Worksheet
Mock Interview

PRE-EMPLOYMENT TEACHING PLAN OVERVIEW LESSON 1

This lesson plan is for three hours. Take two 10-minute breaks at appropriate times.

TOPIC	TIME	COPIES REQUIRED as HANDOUTS
Course Outline & Competency Requirements	7 - 10 minutes	Competencies- page PRE5 Course Outline - page PRE6
<u>Competency</u> - Job Search Skills	50 - 60 minutes	Job Search Methods Handout - pages PRE11-14 Top 10 Online Job Search Tips- page PRE15-16 Job Hunting Mistakes - page PRE17 Competency -Job Search Exercise – pages PRE18-19
Résumé Writing	120 minutes	Résumé Handout - pages PRE20-22 Which Résumé is best for me? Handout- pages PRE23-24 Sample Résumés - pages PRE25-29 Résumé Worksheet - pages PRE30-32 Top 10 Skills Employers Want- page PRE33 Transferable Skills Worksheet - pages PRE34 Skills Worksheet- page PRE35 Posting A Résumé – page PRE36
“The Name Says It All” Handout		“The Name Says It All” Handout – page PRE37
Cover Letter Format Handout	30-45 minutes	Cover Letter Handout - pages PRE38 Cover Letter Style Guide Handout- page PRE39

PRE~EMPLOYMENT TEACHING PLAN LESSON 1

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Course Outline & Competency Requirements	Competency List-page PRE5 Course Outline- page PRE6	N/A	Review material on these documents

INSTRUCTOR NOTES:

1. Make sure you go over all competency requirements for this module with the members.
2. Let members know that the other 8 modules are for both them and their future employers but Pre-Employment is strictly for them.

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Job Search Skills- <u>Competency</u>	Job Search Methods Handout - pages PRE11-14 Top 10 Online Job Search Tips – pages PRE15-16 Job Hunting Mistakes - page PRE17 Job Search Exercise - pages PRE18-19	N/A	Ask the members to think about job effective job search methods. Then ask for volunteers and record their answers on a board or flipchart. Distribute the Job Search Methods Handout and amend the list generated from the class. Distribute and review the Job Hunting Mistakes Handout. Then distribute and have the class perform the Job Search Exercise.

INSTRUCTOR NOTES:

1. Be sure to review the content as well the topics on the Job Search Methods Handout. Be sure to prepare for the Job Search Exercise by knowing libraries, career centers and employment agencies in the geographic locations of **all** your members. ONET* Online (<http://online.onetcenter.org>) is an excellent resource that provides information on career tasks, job skills and knowledge, and can be used in developing Résumés.
2. You will also need to research and know the local newspapers and free magazines in your area. You can use local, state, national and government Internet sites to access local job openings. Other sites such as: www.usajobs.gov (federal jobs), www.monster.com (monster), www.helpwanted.com (help wanted), www.jobbankusa.com (job bank USA) or www.jobhunt.com (job hunt) can also be used.

This is a competency requirement that all participants must perform correctly.

PRE~EMPLOYMENT TEACHING PLAN
LESSON 1

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Résumé Writing	<p>Résumé Handout - pages PRE20-22</p> <p>Which Résumé is best for me? Handout- pages PRE23-24</p> <p>Sample Résumés - pages PR25-29 (Chronological, Functional-Skills, and Combination) Résumé Worksheet - pages PRE30-32</p> <p>Top 10 Skills Employers Want- page PRE33</p> <p>Transferable Skills Worksheet - pages PRE34</p> <p>Skills Worksheet- page PRE35</p> <p>Posting A Résumé- page PRE36</p> <p>The Name Says It All! Handout- page PRE37</p>	NA	<p>Distribute and discuss the Résumé Handouts.</p> <p>Have members evaluate the best Résumé for them depending on their individual status by using the Which Résumé is right for me? Handout and checking off the statement(s) that best describe them.</p> <p>Then distribute and discuss the three sample Résumés.</p> <p>Distribute the Résumé Worksheet and help the members complete it.</p> <p>Distribute the Résumé Skills Worksheet. Ask the members to complete this form using their own skills. Ask each member to discuss the skills they checked. Ask further questions to determine if skills can be added to the skills that members identified themselves.</p> <p>Have the members write their name on a piece of paper. Ask them to create words describing their personality or work traits utilizing every letter in their name.</p>

PRE~EMPLOYMENT TEACHING PLAN

LESSON 1

INSTRUCTOR NOTES:

1. Be sure to review the strategy and tips contained on the Résumé Handouts. There is no need to write the Résumé during this lesson plan. Writing a Résumé from these worksheets is part of the Pre-Employment Worksheet exercise at the end of lesson plan 2.
2. The “Name Says It All” exercise can be administered in-class or a homework assignment. It is important to instruct the member to be creative and use words that best define their personality or work traits. The words they come up with can possibly be used in the Résumé and cover letter.

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Cover Letter Format	Cover Letter Handout - pages PRE38 Cover Letter Style Guide Handout -page PRE39	N/A	Distribute the Cover Letter Handout and review the material.

INSTRUCTOR NOTES:

1. Everyone who sends out a resume needs to consider if they need a cover letter. Cover letters are not usually required unless the company they are applying to has requested that it is necessary. If written, cover letter should complement your Résumé down to the paper, font, and color.
2. The cover letter gives you a chance to emphasize what you have to contribute to the company or organization. Your cover letter will answer that question in your own words. Your Résumé will also answer that question but in a somewhat more rigid format.

PRE-EMPLOYMENT TEACHING PLAN OVERVIEW LESSON 2

This lesson plan is for three hours. Take two 10-minute breaks at appropriate times.

TOPIC	TIME	COPIES REQUIRED as HANDOUTS
Competency-How to Fill out a Job Application	20 - 25 minutes	Job Application Handout - pages PRE44-45 Competency- Job Application Exercise - page PRE46-47
Interview Skills	60 - 90 minutes	Preparing for an Interview Handout - pages PRE48-51 Ten Rules for Interviewing Success- page PRE52 Dress for Interview Success- page PRE53-54 Final Tips for Interviewing Success- page PRE55 25 Difficult Interview Questions Handout - page PRE56 25 Difficult Interview Questions Answer Key - pages PRE57-60
Competency- Thank You/Follow-Up Letter		Competency- Thank You/Follow-Up Letter Handout- pages PRE61 Thank You Letter Style Guide Handout- page PRE62
Competency-Mock Interview Checklist	35 - 40 minutes	Competency-Mock Interview Checklist/Evaluation - pages PRE63-65
Competency- Mock Interviews	15-25 minutes	

PRE~EMPLOYMENT TEACHING PLAN LESSON 2

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
How to Fill Out a Job Application- <u>Competency</u>	Job Application Handout - pages PRE44-45 Job Application Exercise - pages PRE46-47 This is a competency.	N/A	Distribute and review material on the Job Application Handout. Distribute the job application exercise and ask the members to complete the exercise.

INSTRUCTOR NOTES:

Stress how filling out the job application provides employers with their first look at how job applicants perform tasks (following directions, neat and legible, finishing tasks, completeness and preparation).

This is a competency requirement that all participants must perform correctly.

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Interview Skills	Preparing for an Interview Handout - pages PRE48-51 Ten Rules for Interviewing Success- page PRE52 Dress for Interview Success- page PRE53-54 Final Tips for Interviewing Success- page PRE55 25 Difficult Interview Questions Handout - page PRE56 25 Difficult Interview Questions Answer Key - pages PRE57-60	N/A	Distribute and review the Preparing for an Interview Handout. Distribute the Top Interview Questions. Have the class attempt to answer some of these questions. Provide the Top Interview Questions Answer Key and review how these questions can be answered effectively.

INSTRUCTOR NOTES:

1. Be sure to stress why companies put so much emphasis on the interview process. Talk about group interviews and indicate how certain behaviors (i.e. body language) are even more important for group interviews.
2. Inform the members that they should to try to answer all questions that appear personal in nature with a business response.
3. Advise the class to be careful of the interviewer who comes across as your best friend. In these interviews, remain professional. Do not fall into the trap of letting your guard down. The interviewer may seem to be relating but they are really screening.

PRE~EMPLOYMENT TEACHING PLAN LESSON 2

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Competency- Thank You Letter	Thank You Letter – page PRE61 Thank You Letter Style Guide Handout- page PRE62 This is a competency.	N/A	Distribute and review material on the Thank You Letter Handout. Distribute the job application exercise and ask the members to complete the exercise. Review the exercise with the class.

INSTRUCTOR NOTES:

Thankyou letters are critical to your job search success.

This is a competency requirement that all participants must perform correctly.

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Competency-Mock Interview Checklist	Mock Interview Checklist - pages PRE63-65. This is a competency.		Distribute the Mock Interview Checklist to the class. Have them complete the checklist to ensure they have completed each element which includes generating a Resume from the previous worksheets.

INSTRUCTOR NOTES:

Members are allowed one re-write of their Resumes after your review. If the course is taught without computers and the members are motivated, you can allow them to type their Resume using the facilities computer one day after their Business Tools class (where they learn word processing). You can have the members create their Resumes on the computer during class and/or a take-home assignment.

This is a competency requirement that all participants must perform correctly.

PRE~EMPLOYMENT TEACHING PLAN LESSON 2

TOPIC	TOOL	ANSWER KEY	LECTURE FLOW
Competency-Mock Interviews	Mock Interviews This is a competency.	N/A	Inform the class they will be completing a process for applying and interviewing for a position. They will have chosen their position from the list below or select their own. The company they choose must be a real company and actually offer a position like the one they are interested in. This must be chosen during the first week. Have them research the position and the company to which they are applying, and be prepared to submit documents and complete an interview.

INSTRUCTOR NOTES:

Manage your time wisely. You will have to structure your time to allow for at least a 15-minute interview segments for each of your students. Ideally, having a co-worker or instructor complete these interviews for you would be best, but it is up to you and your available resources. Each student must meet the requirements for this competency by completing each of the steps in this exercise. As the interviewer/instructor, you have a score sheet for each student to ensure that they have completed each step/task and to provide them feedback and constructive critique on their overall performance including their documentation, dress/behavior, and interview interaction and answers. Allow time available for each mock interview/feedback session based on the number of members and the time you allow for this exercise (between 15 and 25 minutes per member). If more time is necessary for a student, arrange that before or after class; do not inconvenience another student who has a set interview time. Remember, we are acting as the responsible employer as well!

USE ONE OF THE FOLLOWING JOBS FOR THE MOCK INTERVIEW:

Customer Service Phone Rep	Receptionist in Doctor's Office
Phone Telemarketer (sales)	Office Building Maintenance Worker
Assembly Line Worker	Security Guard at Mall
Bank Teller	Flower Delivery
Department Store Salesperson (Pick a department)	Data Entry Clerk

This is a competency requirement that all participants must perform correctly.