### Introduction to the Topic: Job Applications

### Lesson Topic: How to Look for a Job

### Age of Students: 14-15

### Time Frame: 90 minutes

### Focus: Creativity

### Objectives:

Students will understand the key steps involved in looking for a job and the importance of each step.

Students will be able to identify and use various resources and methods for job searching.

Students will enhance their creative thinking and problem-solving skills by engaging in interactive and playful activities.

Students will strengthen their communication and collaboration abilities through group activities.

### Outline:

|  |  |  |  |
| --- | --- | --- | --- |
| Phase | Time | Content | Activity Type |
| Introduction | 10 min | Introduction to job applications and job search process. Use of a playful lesson starter. | Whole class activity/game |
| Job Search Methods | 20 min | Discuss various job search methods (online job boards, networking, job fairs, etc.). | Pair and share discussions |
| Creative Application | 25 min | Hands-on activity: What job do you want? | individual work |
| Consolidation | 10 min | How to find the right job - reflection | Group discussion |
| Activity 2 | 15 min | Analyzing job offers | Partner |
| Reflection and Homework | 10 min | How do job ads help us prepare? | group discussion and Individual work |

### Detailed Outline:

Introduction (10 min):

Activity

Description

: Students are provided with a crossword puzzle where clues lead to terms related to job searching (e.g., resume, networking, job board).

Resources

: Pre-made crossword puzzles, pencils.

Objective

: To introduce students to key terms in a fun and engaging way.

: "Job Search Scavenger Hunt"

Job Search Methods (20 min):

Activity

Description

: Students are paired up and given a list of job search methods to discuss. Each pair will choose two methods to research and share findings with the class.

Resources

: Printed lists of job search methods, internet access for research.

Objective

: To broaden students' understanding of diverse job search strategies.

: "Pair and Share Discussions"

Creative Application (30 min):

Activity

Description

: In small groups, students will create a 'job seeker' profile using magazines, internet, and other resources. They will include elements such as skills, interests, and job search methods.

Resources

: Magazines, internet access, scissors, glue, large paper sheets.

Objective

: To foster creativity and collaboration while learning how to present oneself when looking for a job.

: "Create Your Job Seeker Profile"

Consolidation (20 min):

Activity

Description

: Each group presents their job seeker profile to the class, explaining their choices and strategy. Followed by a Q&amp;A session.

Resources

: Completed profiles from the previous activity.

Objective

: To practice communication skills and receive feedback on their creative work.

: "Group Presentations and Class Discussion"

Conclusion/Wrap-Up (10 min):

Activity

Description

: Recap of the day’s learning points, emphasizing key takeaways. Brief introduction to the upcoming lessons on resumes and job interviews.

Resources

: Whiteboard and markers.

Objective

: To consolidate learning and set expectations for the next class.

: "Whole Class Reflection"

Homework:

Task

Resources

: Access to job search platforms.

Objective

: To apply the day's learning to real-world job searching.

: Students will find a job posting that interests them, using the methods discussed in class, and prepare to share it with the class in the next lesson.

### Assessment:

Formative Assessment

:

Participation in the "Job Search Scavenger Hunt", ensuring engagement and understanding.

Informal assessment during the pair and share discussions.

Observing group work dynamics and creativity during the profile creation activity.

Summative Assessment

:

Evaluation of group presentations using a rubric focusing on creativity, thoroughness, and clarity.

Homework assignment evaluated on completeness and relevance of the chosen job posting to their interests.

Rubrics

:

Group presentations graded on creativity (5 points), thoroughness of the profile (5 points), and clarity of explanation (5 points).

Homework graded on timely submission (5 points), relevance of the job posting (10 points), and brief rationale for their choice (5 points).

This lesson plan is designed to be engaging, participatory, and creative, ensuring that students not only learn about job searches but also enjoy the process.

# Job Search Scavenger Hunt

## Instructions

Complete the crossword puzzle below using the clues provided. Each clue relates to a key term in the job search process. After completing the puzzle, read the brief explanations of each term to understand their meanings.

## Crossword Puzzle

### Clues

Across:

A document that lists your work experience, education, and skills.

Building relationships with people who can help you find job opportunities.

A website where employers post job openings.

A formal meeting where you answer questions to get a job.

The act of formally asking for a job position.

A written outline of your skills and experiences sent with your resume.

Down:

A person who can vouch for your skills and experiences.

Temporary work usually for gaining experience.

A person who helps in the hiring process.

An event where multiple companies meet potential employees.

 1 R E S U M E N 2 R E F E R E N C E 3 I N T E R N S H I P W 4 N E T W O R K I N G 5 R E C R U I T E R W E 6 J O B B O A R D 7 J O B F A I R N I N T E R V I E W 9 A P P L I C A T I O N 10 C O V E R L E T T E R

## Brief Explanations

Resume

: A document that lists your work experience, education, and skills. It is used by employers to evaluate your qualifications for a job.

Networking

: Building relationships with people who can help you find job opportunities. This can include attending events, joining professional groups, and connecting with people online.

Job Board

: A website where employers post job openings. Examples include Indeed, Monster, and LinkedIn.

Interview

: A formal meeting where you answer questions to get a job.

Application

: The act of formally asking for a job position by submitting your resume and other necessary documents.

Cover Letter

: A written outline of your skills and experiences sent with your resume, explaining why you are suitable for the job.

Reference

: A person who can vouch for your skills and experiences. They provide a recommendation for your character and abilities.

Internship

: Temporary work, usually for gaining experience in a particular field.

Recruiter

: A person who helps in the hiring process by finding and evaluating potential candidates for a job.

Job Fair

: An event where various companies meet potential employees to discuss job opportunities and conduct on-spot interviews.

You can find various crossword puzzle creation tools online by searching for "crossword puzzle generator."

# Creating Your Job Seeker Profile

## Slide 1: Title Slide

Title:

Subtitle:

Visual:

Search Query:

 Creating Your Job Seeker Profile A Creative Group Activity An engaging image related to job searching (e.g., a person looking at job listings on a computer). person looking at job listings on a computer

## Slide 2: Introduction

Text:

Visual:

Search Query:

 In this activity, you will work in groups to create a 'job seeker' profile. This profile will include skills, interests, and job search methods. A collage of job-related images (e.g., resumes, job fairs, networking events). collage of resumes, job fairs, networking events

## Slide 3: Step-by-Step Instructions

Text:

Step 1:

Tip:

Visual:

Search Query:

 Brainstorm as a group. Discuss what skills and interests your 'job seeker' should have. Think about different types of jobs and what skills they require. A brainstorming mind map. brainstorming mind map

## Slide 4: Skills and Interests

Text:

Step 2:

Tip:

Visual:

Search Query:

 Choose the skills and interests for your profile. Use magazines and the internet to find images and words that represent these. Be specific and think about what makes your 'job seeker' unique. Examples of skills and interests (e.g., teamwork, creativity, problem-solving). examples of teamwork, creativity, problem-solving

## Slide 5: Job Search Methods

Text:

Step 3:

Tip:

Visual:

Search Query:

 Identify job search methods. How will your 'job seeker' look for a job? Use images and text to show this. Consider both traditional and modern job search methods. Examples of job search methods (e.g., online job boards, networking, job fairs). job search methods online job boards networking job fairs

## Slide 6: Creating the Profile

Text:

Step 4:

Tip:

Visual:

Search Query:

 Put it all together. Arrange your images and text on a large paper sheet to create a cohesive profile. Make sure your profile is visually appealing and easy to understand. A sample 'job seeker' profile. sample job seeker profile

## Slide 7: Presentation Preparation

Text:

Step 5:

Tip:

Visual:

Search Query:

 Prepare to present your profile to the class. Each group member should be ready to explain a part of the profile. Practice your presentation and be ready to answer questions. A group of students presenting. group of students presenting

## Slide 8: Example Profile

Text:

Tip:

Visual:

Search Query:

 Here is an example of a completed 'job seeker' profile. Use this as inspiration but make your profile unique. A detailed example profile with images and text. example completed job seeker profile

## Slide 9: Q&amp;A and Tips

Text:

 Any questions? Here are some final tips for success.

Be creative!

Work together!

Have fun!

Tip:

Visual:

Search Query:

 Remember, there are no wrong answers. Be creative and enjoy the process. A list of tips (e.g., "Be creative!", "Work together!", "Have fun!"). list of tips group work

## Slide 10: Conclusion

Text:

Visual:

Search Query:

 Good luck! We look forward to seeing your creative profiles. An encouraging image (e.g., a thumbs-up or a group of happy students). thumbs-up or group of happy students