

Instructor's Guide
for
GETTING THE JOB YOU REALLY WANT VIDEO SERIES

Getting Organized to Find a Job

Overview

This video helps students prepare for the day-to-day challenges of the job search by getting organized at the start. It encourages job seekers to make getting a job a full-time endeavor and to schedule that time carefully so that they maximize their resources. More specifically, it emphasizes the need for an organized work space and a way to track job leads and introduces students to tools they can use to stay organized, such as spreadsheets and smartphones.

The video also introduces students to the most effective way to fill out job applications. Part of getting organized is gathering all of the crucial job search information you will need, such as your work history and recommendations. Having this information at hand will help students when it comes to the application process. The video offers tips for filling out applications so that job seekers are not screened out.

Presentation Suggestions

Begin by asking students to describe one day in the job search process. What do they do? Where do they conduct their job search from? What does their work space look like? How do they keep track of their contacts? How do they manage their time? How many hours do they spend looking for a job? What kinds of distractions do they encounter? You can have students address this in a class discussion or in writing.

When you feel the students have begun to think about their daily job search activities, give them the **Anticipation Quiz** to complete prior to viewing the video. If you wish, allow the students to state their answers and discuss them.

Show the video. Encourage students to make changes to the answers they put down for the Anticipation Quiz while watching the video. At the conclusion of the video, ask students to discuss any changes they made to their answers on the Anticipation Quiz.

Follow up the discussion with the **Activities**. Use the **Discussion Questions** to request oral or written responses from students, or assign the questions as homework essays. Give the **Quick Quiz** at the conclusion of class and correct the quizzes as a group. Finally, you can assign the **Homework Option**, if desired.

Anticipation Quiz

Directions: Answer these questions as completely as possible. You may revise your answers as you watch the video.

1. What should your job search office include?
2. List four job search activities you can do on any given day.
3. True or false: Filling out applications is an effective job search strategy.
4. What information should you have on hand when filling out applications?

Answer Key

1. Answers vary but may include a quiet space, phone, computer with Internet access, desk, and office supplies.
2. Go on interviews, search for openings, apply for jobs, customize resume or cover letter, research companies, manage contacts, network, create a portfolio, fill out applications, take time for your health (i.e., exercise).
3. False. Applications are only used to screen applicants out. They are not an effective way to get interviews.
4. Personal contact information, detailed work history, education record, names and contact information for three references, copy of resume (print and electronic).

Activities

Activity #1: Design Your Workspace

Format: Individual

Time: 15–20 minutes

Materials: Paper, pencil or pen

Procedure:

1. Some students may find it beneficial to visualize their ideal workspace. Tell students they are to draw or design the job search workspace they will create at home. Be sure they include all or most of the tools discussed in the video. If there is time, have students share their designs with each other.
2. At the bottom of their designs, students should make a list of the supplies they need for that workspace. Tell them that part of their homework is to go home and create the workspace they've imagined.

Activity #2: Practice Makes Perfect

Format: Individual to small group

Time: 20–40 minutes

Materials: Sample applications, pen

Procedure:

1. Hand out a copy of a sample job application to each student and tell them they should fill it out. If students have resumes, they are welcome to use them. A sample application has been provided at the end of this guide, though you are welcome to use samples of your own. Before they begin, you should review some of the strategies discussed in the video for filling out applications effectively.
2. Give students about fifteen minutes to fill out the application, and then break them into pairs and have them trade applications. Tell the students that they are now employers scanning the application they have, looking for reasons to screen that applicant out. Have each “employer” make a note of problem areas on the application, including misspellings, blank spaces, gaps in employment, and messy handwriting. Also encourage “employers” to note positive things they see.
3. When the “employers” have finished reading the resume, they should take turns discussing what they’ve found with their partners. Come back together as a class and add to the list of strategies for filling out applications.

Discussion Questions

1. Why is it important to be organized when looking for a job? How can that lead to more interviews?
2. What are some strategies for managing contacts and job leads? What specific tools can you use to stay organized? More specifically, how can a computer, cell phone, or smartphone help you to stay organized and manage your schedule?
3. Why isn’t filling out lots of job applications an effective way to get a job if it used to work in the past? Why do employers even use applications anymore?
4. Name potential red flags that employers would look for on an application. How can you avoid them?

Quick Quiz

Note: You may read these questions out loud, allowing time for students to respond, or copy and hand this out as a written exercise. If you read the quiz, write responses on the board or overhead.

Directions: Indicate whether each statement is true or false, according to the video.

1. The average job seeker only gets one or two interviews per week.
2. You should take frequent breaks from your job search during the day to relieve stress.
3. You should always list your specific salary requirements on an application.

4. If you don't have a great answer to a question on an application, you should leave it blank.
5. The more interviews you get, the longer it takes to find a job.
6. If you don't have a computer at home, you cannot possibly conduct an effective job search.
7. It's important to be active—not passive—during the day when businesses are open.
8. Employers use applications to screen people out, not in.
9. If asked why you left your last job, it's generally best to make something up.
10. You should always review all of your answers on an application before you submit it.

Answer Key

- | | |
|----------|----------|
| 1. True | 6. False |
| 2. True | 7. True |
| 3. False | 8. True |
| 4. False | 9. False |
| 5. False | 10. True |

Homework Option

Have students go home and plan out their daily job search schedules for the rest of the week. Review some of the tips discussed in the video—the need to vary your tasks and to do more active activities during the day, for example. Students are welcome to use whatever scheduling tool they find easiest, be it index cards, a calendar, computer software, or a cell phone application. If possible, they should bring a copy of one day's schedule to the next class to share with others.

Sample Employment Application Form

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4. DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone () _____

If under 18, please list age _____

Position applied for (1) _____ Days/hours available to work
 and salary desired (2) _____ No Pref _____ Thur _____
 (Be specific) Mon _____ Fri _____
Tue _____ Sat _____
Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

Click on the above application to launch it in Adobe Acrobat Reader. From there, you can print it.

If you don't have Acrobat Reader, you can find it here: [Adobe Acrobat Reader™](#)