**RW2. Job Hunting**

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Level: \_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT NOTE: Sections 1-5 in the SDLA must be completed before meeting with a tutor and receiving a stamp. Write/type and record all your answers on this handout.**

**After completing this SDLA, you will be able to:**

* Determine the most important factors when applying for a job
* Use job-related vocabulary
* Interpret job advertisements in the Classifieds
* Search for jobs using different job search websites
* Read Internet job postings and organize the information in a chart

**Sections 1-5 (approximately 45 minutes):** Read the information. Follow each step below to complete this SDLA. Be prepared to explain your answers when you meet with a tutor.

**Section 1: Introduction**

Which factor is most crucial when looking for a new job? Rank the following points in terms of importance from 1 (most important) to 8 (least important).

|  |  |
| --- | --- |
| *\_\_\_\_\_ opportunities for promotion or advancement* | *\_\_\_\_\_ interest level* |
| *\_\_\_\_\_ working hours* | *\_\_\_\_ salary* |
| *\_\_\_\_\_ vacation days* | *\_\_\_\_ benefits such as health and life insurance* |
| *\_\_\_\_\_ pension plan* | *\_\_\_\_ sick or maternity leave* |

**All of these factors are important when looking for a new job. Because not every company will be able to offer everything you are looking for, these can be the deciding factors to help you choose what jobs to apply for.**

**Section 2: Vocabulary**

Here are some terms to know or review before you start this SDLA. Complete each sentence below with the correct vocabulary word. Use the Internet ([www.learnersdictionary.com](http://www.learnersdictionary.com)) if you need help.

|  |  |  |  |
| --- | --- | --- | --- |
| Experience | Freelance | Benefits | Qualifications |
| Salary | Skills | Contract | Responsibilities |
| Network |  |  |  |

1. It is important to have the special skills, experience, and knowledge when applying for a job because a company will hire the person with the best \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the position.
2. When you start a new job, you are expected to do many new duties, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
3. She was offered a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of $50,000 each year, but she did not accept the job because she wants to get paid more. She hopes to find a job that pays $60,000 each year.
4. His company provides many great \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ such as vacation time, health insurance, and a retirement plan.
5. Anne’s new job is temporary; the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ she signed requires her to finish work by the end of the year.
6. Nadia is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ writer, so she works for many different employers doing many different jobs.
7. It is very important to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and get connected with people whose jobs are similar to yours so that you can get career opportunities and advice.
8. If you want to get a job that you apply for, it is essential that you have the ability to do the job; that is, you need the necessary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ that are listed on the job posting.
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is also very important when applying for a job. You need to make sure that your previous job positions have given you the necessary skill or knowledge to be successful at the new job.

**Section 3: Job Advertisements**

1. **Look** at the job advertisement (ad) below. This is an example of an ad you might find in the “Classifieds” section of the newspaper. The Internet is a more popular way to search for jobs, but great jobs can also be found in the Classifieds section of your local newspaper.

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1. **Read** the job ads below and answer the questions that follow.

|  |  |
| --- | --- |
| **http://www.oddee.com/item\_97128.aspx** | **http://imgarcade.com/1/help-wanted-ads-newspaper/** |
| 1. What are the qualifications?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. What are the benefits?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. What are the job responsibilities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. How do you apply?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | 1. What are the qualifications?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. What are the benefits?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. What are the job responsibilities?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. How do you apply?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Section 4: Job Charting**

1. **Find a job:** Use job search websites to complete the chart below. You do not need to use complete sentences when completing the chart. You want to complete all boxes in the chart, so you might need to look at more than one job description to get all the necessary information. Choose two of the jobs below to complete the chart. You may also choose to search for a different position that you are interested in.

|  |  |
| --- | --- |
| **Job Title** | **Website** |
| Registered Nurse  | www.monster.com  |
| Accountant  | www.careerbuilder.com  |
| Administrative Assistant  | www.indeed.com  |
| Your choice  | www.indeed.com |

|  |  |  |
| --- | --- | --- |
| **Job Title/Location:** *Folsom, CA* | **Job Title/Location:**  | **Job Title/Location:**  |
| **Job Responsibilities:***Sales and marketing, advertising, communication with buyers, paperwork*  | **Job Responsibilities:** | **Job Responsibilities:** |
| **Job Qualifications:***Great customer service, computer knowledge, administrative and clerical skills, outstanding communication skills, basic math skills* | **Job Qualifications:** | **Job Qualifications:** |
| **Job Schedule:***Monday - Friday 9:00am-6:00pm plus occasional weekend availability* | **Job Schedule:** | **Job Schedule:** |
| **Salary:***$50,000 - $100,000 (commission)* | **Salary:** | **Salary:** |
| **How to Apply:** *Submit resume and cover letter to:**M&M Real EstateBRE Lic# 019387209008 Elk Grove Blvd.Elk Grove, Ca 95624* | **How to Apply:**  | **How to Apply:**  |

1. **Which job is the best?** Read each job description above and decide which position you think is the best. Be prepared to explain your reasons with the tutor.

**Section 5: Student Self-Assessment**

*Complete this self-assessment before meeting with a tutor.* **Now that you’ve completed sections 1 to 4, check**

![C:\Documents and Settings\wcuser1553\Local Settings\Temporary Internet Files\Content.IE5\Z02HHZPN\MC900072629[1].gif]() **the things you can do:**

* I can determine the most important factors when applying for a job.
* I can use job-related vocabulary.
* I can interpret job advertisements in the Classifieds.
* I can search for jobs using different job search websites.
* I can read Internet job postings and organize the information in a chart.

**DON’T FORGET! Write your name on the clipboard to work with a tutor. The tutor will call your name when he/she is ready.**

**Section 6: Practice with a Tutor!**

After completing the self- assessment, meet with a tutor and give this completed SDLA to the tutor. You will talk about the job descriptions from Section 4. You may also ask the tutor any questions that you might have.

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Focus** | **1 Point** | **3 Points** | **5 Points** |
| **Content**  | Information discussed from job chart is minimal.  | Information discussed from job chart is sufficient.  | All necessary information from job chart is discussed. |
| **Skill: Speaking**  | Student’s speech is unclear and requires frequent listener effort.  | Student’s speech is generally clear but requires occasional listener effort.  | Student’s speech is clear and smooth and requires minimal listener effort.  |
| **Oral Fluency**  | Speaks in incomplete sentences that do not flow.  | Speaks in complete sentences some of the time with frequent pauses.  | Speaks in complete sentences with occasional pauses most of the time.  |
|  |  |  | **Total points: /15** |

**\*Students must receive at least 10 points to move on.**

**Tutor Recommendations:**

|  |  |
| --- | --- |
| * **Congratulations! Move on**

*Student has successfully completed this SDLA and is ready to continue to the next.* | * **Repeat**

*Student hasn’t yet mastered this SDLA. It is recommended that the student complete it again.* |

**Tutor Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**