

GCIS Job Search
12th Grade Career Development Advisement Activity #1
Teacher as Advisor Program (TAP)
Estimated time: 30-45 minutes

National Career Development Guidelines Standard/Competency

7. Skills to prepare to seek, obtain, maintain, and change jobs
- Demonstrate skills to locate, interpret, and use information about job openings and opportunities
 - Demonstrate academic or vocational skills required for a full-time or part-time job
 - Demonstrate skills and behaviors necessary for a successful job interview
 - Demonstrate skills in preparing a resume and completing job applications
 - Identify specific job openings
 - Demonstrate skills to assess occupational opportunities
 - Describe placement services available to make the transition from high school to civilian employment, the armed services or postsecondary education/training

Goal: Students will use GCIS to explore the job search process.

Objectives:

- Understand the need for an action plan
- Investigate job search methods
- Create a job search action plan
- Use GCIS as an investigation tool for job searches

Materials:

- 12th Grade Career Development Advisement Activity #1 handouts: **Creating a Job Search Action Plan, Job Search Methods, My Job Search Action Plan, and GCIS Job Search.**
- Pen or pencil

Activity:

1. *Greet students: “Welcome to advisement, Seniors. This is your last year of high school and I’d like for us to discuss something that is going to be extremely important from now on: How to find a job.” Take a survey of the class to see how many students currently hold jobs. Ask students how many others would like to find a job.*
2. *Distribute to students handout #1, **Creating a Job Search Action Plan.** Go over the information with students, ensure they understand the information and the terms used. Answer any questions from students.*
3. *Distribute to students handout #2, **Job Search Methods.** Go over the information with students, ensure they understand the information and the terms used. Answer any questions from students. Help students devise other methods not listed on the handout, some that are specific to your school or local community.*
4. *Distribute to students handout #3, **My Job Search Action Plan.** Go over the information with students, ensure they understand the information and the terms used. Answer any questions from students and ensure that they understand the assignment and when it is due. (To be turned in at the same time as handout #4.)*

5. *Distribute to students handout #4, **GCIS Job Search**. Go over the information with students, ensure they understand the information and the terms used. Answer any questions from students, ensure that they understand the assignment, and when it is due.*

Evaluation:

Students will be evaluated on their participation in the group discussion and their completed handouts.

Creating a Job Search Action Plan
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Developing a plan is an important part of the job search process. When you buy a new game, do you read the directions? Or do you just start playing? By reading the directions, you are usually better and faster at winning the game. Having a job search plan is similar, because when you take the time to map it out it pays off. By writing down what you want to achieve and what your ultimate goals are, you can track and evaluate how your job search is progressing.

To create your own **Job Search Action Plan**, follow these simple directions.

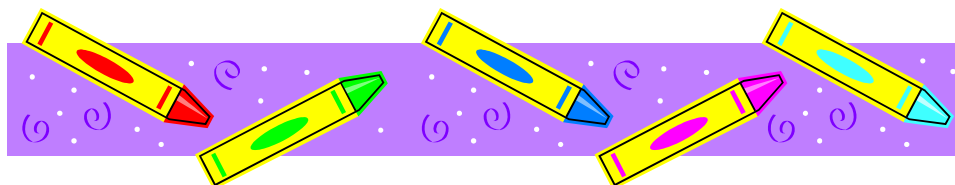
- State your **Objective** or what you want to accomplish.
- Write the **Reasons** you want to achieve that objective. (If finding reasons for obtaining this objective is difficult, you may want to find another objective. Make it **YOUR** objective and not someone else's wish for you.)
- Plan your **Steps**. Think through each specific step needed to help you reach your objective. Is it clear what you need to do?
- Write down **how many days** you need to accomplish each step. Make sure that you can achieve the goal within a couple of days to a week.

SAMPLE ACTION PLAN

Objective: Find a job as a landscaper

Reasons: Like plants
Want to work outdoors
Enjoy working on a team
Want to see a finished product

Steps:	Research GCIS occupation file about landscapers	1 day
	Talk to friends and family about local landscapers	3 days
	Look in the yellow pages and form a list	1 day
	Drive by houses that have companies' signs in the yard	2 days
	Stop by landscapers' offices and talk to the staff	5 days



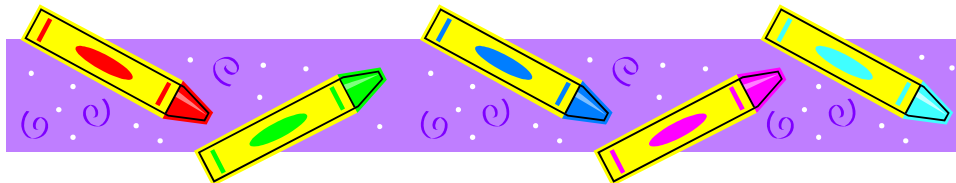
Job Search Methods
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Successful strategies usually involve using a variety of methods. You may tend to choose ones that are comfortable for you, but push yourself to choose methods that involve talking to people and using the phone. People who use the phone significantly increase their success in the job search. As you do information gathering interviews, you may learn what methods people in your field use. Review these methods, add some of your own.

Check off the job search methods you plan to use:

- | | |
|--|---|
| <input type="checkbox"/> Explore classified advertisements | <input type="checkbox"/> Call companies |
| <input type="checkbox"/> Visit employment agencies | <input type="checkbox"/> Attend Job Fairs |
| <input type="checkbox"/> Volunteer | <input type="checkbox"/> Obtain Internships |
| <input type="checkbox"/> Search Internet | <input type="checkbox"/> Contact family and friends |
| <input type="checkbox"/> Contact past employers | <input type="checkbox"/> Talk with teachers or instructors |
| <input type="checkbox"/> Send letters to companies | <input type="checkbox"/> Conduct information gathering interviews |
| <input type="checkbox"/> Stop by companies | <input type="checkbox"/> Visit human resources offices |
| <input type="checkbox"/> Contact Chambers of Commerce | <input type="checkbox"/> Check out federal, state, local government opportunities |

Add some additional job search methods not included on this list.



My Job Search Action Plan
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Student name: _____

Advisor: _____

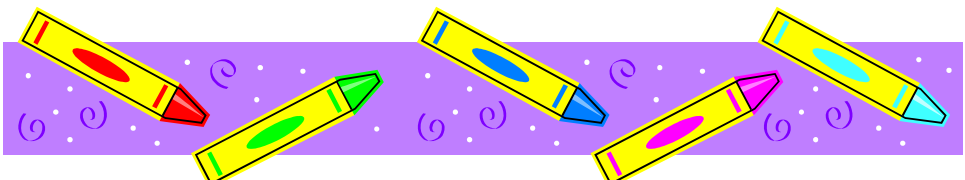
Date: _____ Due Date _____

Follow the directions from Handout#1 to create your own Job Search Action Plan.

My objective: _____

Reasons: _____

Steps:	_____	Time:	_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____
	_____		_____



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Student name: _____

Advisor: _____

Date: _____ Due Date _____

GCIS has a terrific site to help you become successful in your job quest. Take your time going over the information on the site and be sure to add the information from Handout #3 to the **My Portfolio** section of the website.

Directions:

1. Log into GCIS using your personal portfolio User Name and Password.
2. Click on **My Portfolio Main Menu**, and then click on **My GCIS Favorites**.
3. Click on **Job Search** on the left under **Occupations & Employment**, and then click it again on the right.
4. Click on **Plan Your Job Search** under the **Clusters** category. The first topic, **Job Search Plan**, is the information we covered in Advisement. Review the topics in that section and complete Handout #3, **My Job Search Action Plan**.
5. Continue through each of the topics in the **Plan Your Job Search** cluster and complete the activities under each topic. Be sure to add all this information to the **My Portfolio** section of the website.
6. Continue to explore the various clusters under **Job Search**. Return to this site periodically to continue honing your skills in everything from creating an action plan to resumes, cover letters, and interview skills.

