

## JOB SEARCH TRAINING

WEEK 1 Introduction: Your Job in the U.S.

WEEK 2 Types of Employment

Looking for a Job

WEEK 3 Looking for a Job (Cont.)

WEEK 4 Applying for a Job

WEEK 5 Job Responsibilities and Benefits

Advancing in a Job

Changing Jobs

WEEK 1 Introduction: Your Job in the U.S.

Mon. The American Employment System and Work Ethic

Compare choosing, a career and looking for a job in your native country and the U.S.

Discuss employment agencies, the social security card, I-94, resumes, job interviews and paychecks.

Tues. Read and discuss the 'Story of Mr. L', p. 41 in Their New Life in the United States.

W Review what was said in the introduction about choosing an occupation and finding a job in the U.S.

Wed. Discuss the American work ethic and similarities and differences between the way people view work in your native country and in the U.S.

The place for children and the elderly in the work force.

Welfare's role in helping those in need. (A guest from the Welfare Dept. might be planned.) Discuss

'Important Message'.

Thu. Review points made during the week: Introduction, American views of work, Mr. L's story (Could this be you?).

## WEEK 2 Types of Employment and Looking for a Job

Mon. Three types of jobs: unskilled, skilled, professional  
What can you do? What type of job do you expect to find in the U.S.?

Tue. Discuss the advantages and disadvantages of full and part-time work, and working different shifts.

Wed. Review different types of jobs.  
Discuss expectations and goals.

Thu. Looking for a Job -- Introduction  
Discuss the importance of patience and preparation in looking for a job.  
Discuss the role of friends, sponsors, the IEES, employment agencies (DES), newspapers, and other advertising in helping to find a job?

## WEEK 3 Looking for a Job (Cont.)

Mon. Review the ways of finding a job.  
How can friends help to find you a job?  
Discuss the IEES Job Developer's role. (A talk by the job developer might be given.)

Tue. Employment agencies  
Department of Employment Services (DES): What is it and what can it do for you? (A guest might be planned.)

Wed. Newspaper Want Ads  
Look at and discuss the ads in the Lowell Sun.  
Would you take this job?

Thu. Signs in windows

Review all of the ways of finding a job.

Are you looking now? Do you think you are prepared?

#### WEEK 4 Applying for a Job

Mon. Discuss the social security card, I-94, resumes (fact sheet).

Resume: What is it? What does it include?

Show a sample resume.

Tue. Start to construct a resume for a class member based on the sample resume.

Discuss the importance of neatness and accuracy.

Students begin to work on their own 'fact sheet', to be ready by Thursday.

Wed. Interview tips: do's and don't's

Discuss the job application and the importance of a fact sheet in helping to fill out an application form.

Show a sample application form. Compare it to the resume.

Thu. Check through students' fact sheets in class. Exchange fact sheets and role play interview questions.

Review resumes, job applications and interviewing techniques.

#### WEEK 5 Job Responsibilities and Benefits, Advancing in and Changing Jobs

Mon. Discuss work hours, company rules, fringe benefits, the time clock, calling in when sick, the probationary period.

Tue. Getting paid

Discuss the paycheck.

What are the deductions? How about unions?

Discuss cashing the check, budgeting money, and banking.

Wed. Advancing in a Job

Discuss ways to learn new skills: adult education and vocational training.

Thu. Changing Jobs

Review working in America, types of employment, looking for a job, applying for a job, and job responsibilities and benefits.