**Subunit Intended Learning Outcomes**

**Subunit 1: Job Search / Finding Leads**

* Students will identify traditional job search methods such as help wanted ads in print media, employment services, random mailing of resumes and application completion
* Students will explore the multitude of internet job search engines
* Students will examine the importance of networking and direct contact (the most effective job search methods)
* Students will be able to create potential lists of networking contacts
* Students will explore other job search methods: cold calling, using the yellow pages, e-mails to Human Resource Departments, Professional and Trade Journals
* Students will be able identify and create lists of potential employers

**Subunit 2: Pre-Employment Processes**

* Students will understand the “screening” process of applications – its more than just completing a form
* Students will examine various sections of applications to better understand what employers are looking for
* Students will analyze the dos and don’ts of completing an application and successfully be able to complete an application
* Students will examine the differences in the various types of resumes (chronological, skills, educational and other variations) and their key components
* Students will analyze the dos and don’ts of completing a resume
* Students will demonstrate the ability to complete a basic resume
* Students will examine the purpose of a cover letter and how to individualize cover letters to specific employers
* Students will complete sample cover letters to potential employers

**Subunit 3: The Interview Process**

* Students will examine potential interview questions likely to be asked by employers in an interview
* Students will analyze and understand what employers are looking for in various interview questions and answers
* Students will complete responses to potential interview questions
* Students will be able to verbally communicate answers to potential interview questions during mock interviews
* Students will understand the importance of physical appearance, grooming, hygiene and dress for interviews
* Students will analyze how things such as tattoos, piercings and other “body art” can affect present and future employment opportunities
* Students will examine various types of body language and how this can help or hurt during an interview
* Students will identify, analyze and create questions they could/should ask employers during interviews and what questions not to ask
* Students will understand the importance of follow-up thank you letters and create sample thank you letters to potential employers

**Subunit 4: Career Exploration**

* Students will evaluate and analyze their own personality traits/types and examine how their individual personalities apply to potential career fields
* Students will examine their individual vocational learning styles and preferences and examine how these characteristics apply to potential occupations
* Students will evaluate and analyze their occupational preferences to determine various career clusters that match their personal preferences
* Students will analyze various careers (top 3-5) within their highest rated career clusters and examine lower level “skilled” occupations and higher level “professional” occupations within these clusters
* Students will evaluate and understand the pathways to various careers and occupations including training, education and experience needed to enter into their career preferences
* Students will evaluate and analyze details about their career choices to determine what best matches their skills, abilities and preferences
* Students will research and understand the nature of work, work environment, skills, abilities and knowledge requirements, advancement and earnings potential of their top career interests
* Students will research the long-term occupational outlook of their selected occupations and predict potential future occupation related to those career fields
* Students will create an action plan outlining their best potential pathways to their top selected careers