

The Job Search BMT-IBT-2 Assignment for Sub plans and Lesson Plan

Class Starters & Enders

Making the Most of Instructional Time Five Minute Lessons

Class Starters and Enders help utilize the last minutes of class when a lesson ends but there is not enough time to start another, or for an interest approach at the beginning of class. Mini-lessons correlate to GPS in the program areas below.


The Job Search

Program Areas: All CTAE Program Areas

Instructions: Read the material and make notes of important points, answer questions, and be ready to discuss this topic.

Searching for a job today is a lot different from when your parents were in school. Job seekers have all sorts of resources at their fingertips, including newspaper, magazine, and radio advertisements, as well as websites and online advertisements.

One important method of finding a job has not changed—**networking**. The best place to start a job search is simply by talking with people you know. Ask your friends, parents' friends, and teachers if they know of anyone in your pathway or area of interest who is hiring. If you are not of legal working age, you can ask for places to **volunteer** instead. Sometimes you can get credit towards graduation for working at your school.



Employment websites are websites dealing with employment opportunities and careers. They allow businesses to post job requirements for positions they're hiring for. Some websites offer chances for employees to review companies and careers. These are resources potential employees can access to fill out **job applications** and submit **resumes** and **cover letters** online. Some employment websites cater to specific career fields, such as engineering, legal work, insurance, social work, teaching, environmental jobs, and seasonal jobs.

Other sources of employment opportunities include local **job fairs** and **career fairs**, some of which may be held at your school. These are typically advertised in newspapers and on local news stations. Job and career fairs invite employers looking for paid or non-paid **interns** or employees. There, potential workers can find information, talk with company representatives, and turn in resumes and cover letters directly.

Once you've found a job to apply for, research the company before you go in for an interview. Check out the company's website and look for helpful tips such as salary range, workload, and education and experience required. The local **Better Business Bureau** and **Chamber of Commerce** are also good places to start. These organizations can be reached online or by telephone. Newspaper and magazine websites are good resources as well. Search the business' name and look for any news stories related to the company. These will include community involvement, new company employee announcements, and classified ads.

Review Questions

1. What resources can you use to search for jobs?
2. What should you do to gain experience if you are not old enough to work?
3. What does it mean to network?
4. What are employment websites?
5. What is the purpose of job and career fairs?
6. Why should you go to a job or career fair?
7. Why are employment websites good for job applicants?
8. What should you do once you have found a job you are interested in?
9. What are the Better Business Bureau and the Chamber of Commerce?
10. What information can you find by looking up a business on a newspaper website?

Language Connection	
Define the following terms	
Better Business Bureau	Job Application
Career Fairs	Job Fairs
Chamber of Commerce	Networking
Cover Letters	Resumes
Employment Websites	Volunteer
Interns	

Georgia CTAE Resource Network - Written by Dallas Duncan and Frank B. Flinders, Ed.D.
Portions of this text, originally from Wikipedia, were modified and the information independently verified. This is available under the Creative Commons Attribution-ShareAlike license. Additional terms may apply. See Terms of Use for details. - <http://www.ctaerelationship.org/resources/ny121912/>



Anthony Landers
September 16, 2019

Directions: Answer the following questions using complete sentences. Submit your completed assignment into google classroom.

The Job Search

1. Some resources you can use for job searches are the internet and talking to people.
2. If you are not old enough to work, you should volunteer in the same career area.
3. Networking is speaking to people to make a connection.
4. Employment websites help you search for a job.
5. The purpose of career fairs is to search for future employees and review resumes.
6. You go to a career fair to look at different jobs you may like in your career.
7. They allow business to post their job requirements.
8. Fill out a job application and turn it in with a resume.
9. They can tell you what types of businesses are in the area and let you know who your largest employers are.
10. Community involvement, new company employee announcements, and classified ads.

Grade:	100
Comments:	Used complete sentences to answer questions and answered questions correctly.


Lamar County School System
Lesson Plan Template


Teacher: S. Bostic	Subject: Career Development Activities Goetrix Business Projects Goetrix 2016	Business Communications Intro to Business Business Technology
Standard(s): Intro. to Business BMA-IBT-1, IBT-2,3, IBT-4, IBT-5, IBT-6 Business Technology BMA-BT 1-7 Business Communications BMA-BC 1-9		Vocabulary Career Development Activities https://www.dcoretech.org/education/career-and-academic-cooperations/career-development-resources/high-school-career-development-lessons Georgia FBLA Formatting Guides for business documents
Unit 1 Business Project Employability Skills Starting your own Business Leadership Communication Listening Skills Entrepreneurship Technology		
Use professional oral, written, and digital communication skills to create, express, and interpret information and ideas.		
Learning Target(s): Objectives: Students will learn about themselves and what is important to them. Students will learn about how situations change their lifestyles. Students will learn about job searching and employment. Students will learn what soft skills are and why they considered "life skills". Students will learn how to communicate and brainstorm about lifestyle changes and how to resolve negative situations. Students will learn how to organize their business plans-Business Communications Students will learn how to organize their digital portfolio unit for my Career-Business Technology. Students will learn how to organize their career assignments -Intro to Business.		
Goetrix After completed work or on Fridays		