

JobTIPS TEACHER GUIDE FOR STUDENTS

JobTIPS can be difficult for young adults to handle since it has so much information. For that reason, the site is described below in sections. If someone seems overwhelmed or unmotivated, we recommend you copy and paste the numbered text in quotes from one section at a time and assign to the student. Each below section text offers practice ideas and worksheets you can assign to follow a student's progress.

1. (Determining Interests: If the student is just starting to think about jobs.)

"The red **Determining Interests** section on the left has 18 pages and 4 worksheets for you to fill in, including a Self- Assessment that helps figure out your strengths, an Interests Quiz, and 2 Environmental Demands Worksheets. It then gives a list of jobs you might explore and details on each. Pick your top 3 job choices after you finish this section. The best way to go through this section is to click the Next button at the bottom of each page and stop when the top text no longer says Determining Interests. There are videos and links to examples you can explore as you read each page. Use the top back arrow if you follow links and want to get back to the page you were on, or close the window if it is a printable form."

2. (Finding a Job: If the student knows the type of job but needs help in finding where to apply.)

"The blue **Finding a Job** section on the left has 12 pages and checklists you can use when looking at places like job fairs. As you read, try a couple of job websites like Indeed to be sure you understand how to search these sites for your desired job. Websites change continually so read the details when you login to each job site to understand the ideas, even if the site does not look exactly like in the Jobtips examples. The best way to go through this section is to click the Next button at the bottom of each page and stop when the text at the top no longer says Finding a Job. There are videos and links to examples you can explore as you read each page. Use the top back arrow if you follow links and want to get back to the page you were on, or close the window if it is a printable form."

3. (Getting a Job: This is a big section. It includes many worksheets for resumes, cover letters, etc. and unique features like how to pass a store's online assessments.)

"The green **Getting a Job** section on the left has many pages and worksheets. Because it is very large, we suggest you do it in 5 parts. Part 1 (5 pages) includes the Overview and Resumes and Cover Letters. Do your own resume and cover sheet for the job you want. Try to finish in a week. Part 2 (4 pages) is References. Find 3 people who will write you a reference. Part 3 Application Forms (21 pages) has many worksheets and this one could take several weeks to complete. Fill in the worksheets to prepare for the application details and then fill in the Basic and Intermediate Applications for practice. If you can find an application for a job online you want or one from a local business try filling it out and submitting. The two Pre-Employment Screening Practice Assessments and Answer Keys at the end are very important to understand how

companies like Walmart are judging you when applying online. Part 4 Interviews (21 pages) prepares you to understand how to handle the in-person interview. It has many video examples, sample questions and suggested answers. It prepares you to understand what the company is looking for when they see you and what to do and avoid. Be sure and take the Interview Quiz and check the Answer Key. It also guides you in following up after the interview to handle what the company decides. There is a lot of material so read it carefully, which may take several weeks. Part 5 (6 pages) discusses disclosing any special needs accommodations you might have when applying for a job.

The best way to go through this section is to click the Next button at the bottom of each page and stop when the top text at the top no longer says Getting a Job. There are videos and links to examples you can explore as you read each page. Use the top back arrow if you follow links and want to get back to the page you were on, or close the window if it is a printable form.”

4. ***(Keeping a Job:** Once a student has a job, this section handles personal and social guidance.)*

“The orange **Keeping a Job** section covers both normal and stressful or confusing situations you may encounter on a job. It is a large section and while easy reading, you may want to divide it into 7 shorter parts. Part 1 (4 pages) explains personal appearance. Look through your wardrobe and put together some clothes combination for your job. Complete the Hygiene worksheet. Part 2 (9 pages) explains Supervisor Interactions and has cue cards you can print to keep with you. Part 3 (23 pages) discusses Co-Worker Interactions. This can be the trickier part of keeping a job and this section has many videos showing dos and don’ts, as well as tips for success. Read this part slowly and review if needed. Most people are fired because of inappropriate social and behavior issues, not bad work. Take time to understand social interactions and do the worksheets and quizzes in this section. Part 4 (8 pages) explains expectations when doing Customer Service. Companies have rules for how you treat customers that may not be clearly stated but can easily get your fired. This section explains those. Part 5 (14 pages) provides Coping Strategies to handle difficult situations when the job becomes stressful. Complete the Triggers and other worksheets to better understand what situations get to you and what to do about them. Part 6 (15 pages) discusses Other Job responsibilities such as arriving on time, work and break time, and work settings. Practice making daily time management charts, schedules and to-do lists for your job. Part 7 (8 pages) deals with Bullying and Harassment. While hopefully you will not encounter this at your job, this section describes how to identify and respond.

The best way to go through this section is to click the Next button at the bottom of each page and stop when the top text no longer says Keeping a Job. There are videos, guides, and links to examples you can explore as you read each page. Use the top back arrow if you follow links and want to get back to the page you were on, or close the window if it is a printable form.”

5. *(**Other Job Topics:** This section covers things not in the rest of the site, like arranging transportation and leaving a job. You may choose to not assign this unless the student has done all the other sections, or you can pick out the specific parts you want from the below list.)*

“The brown **Other Job Topics** section covers topics not covered in the other parts of the site. It is divided into 4 parts described below.

Part 1: Leaving a Job helps you understand how to quit a job, write a resignation letter, handle getting laid off or fired, and cope with unemployment.

Part 2: Employment terms describes job vocabulary you may encounter, along with a description of company hierarchies.

Part 3: Your Legal Rights explains topics such as your legal rights, accommodations, and discrimination.

Part 4: Transportation has a short list of possible ways to get to and from work.