

# LIFE AFTER SCHOOL

## LESSON 6: PREPARING TO GET A JOB

### Lesson aim:

- ↘ To assist students in their preparation for the entire job application process right up to a practical interview.
- ↘ To identify skills which are work-related and prepare students to access opportunities in the workplace.
- ↘ To integrate classroom and work-related learning.

### Learning objectives:

At the end of this lesson students will be able to:

- ↘ understand the importance of good communications in the workplace;
- ↘ identify the requirements outlined in a job advertisement;
- ↘ complete a job application form and write an effective and winning CV;
- ↘ prepare and participate in an interview; and
- ↘ write a letter outlining the reasons they should be chosen for a particular job.

### Lesson outline:

Learning in this unit is achieved entirely by students completing practical exercises.

Explain to students that applying for a job needs a lot of time and preparation as it involves a number of steps. It is important that students read the advertisement correctly, identify the skills required, have the capability to highlight their skills, and conduct and portray themselves well at interview.

Students will need to refer back to their self-assessment sheet.

### Student activity: Job advertisement assessment

A national newspaper or access to a jobs website is required for this activity. Ask students to read through the vacancies section. Find an advertisement either for their chosen career or another available vacancy of interest. Then complete **Worksheet 5**.

They should then be encouraged to write to the organisation requesting any additional information needed and a sample application form.

### Student activity: Preparing to apply

Students should then set about completing an application form (if they have received one) and writing their CV with the chosen vacancy in mind. CV templates can be downloaded from Microsoft Word for this exercise if necessary.

### In-class exercise: Student interview

- ↘ Explain to students that there are a number of items which need attention and preparation before attending an interview. This includes the interview itself and identifying their own skills and qualities, but it is also important to find out about the company and the business it is involved in. Punctuality is hugely important in terms of giving the correct impression and the interviewee should know the exact time and location of the interview and how to get there. Deciding on travel arrangements should not be left until the day of the interview.
- ↘ In groups, ask students to develop an interview preparation checklist using **Worksheet 6**.

## LESSON 6: PREPARING TO GET A JOB (CONTINUED)

- ✚ At the end of the exercise each group should nominate someone to report to the class on their points. The class should then compile a master checklist which each student should have access to. (NOTE: The class could nominate someone to type up the list and the school could photocopy the list for each student. Alternatively the class could create a poster of the list and leave it permanently on display in the classroom.)

### In-class activity: Practical interview

- ✚ At this point students will have assessed job advertisements, written a job application, CV and developed an interview checklist. It is now important that students get the opportunity to practice what they have learned.
- ✚ Students should prepare the questions outlined in **Worksheet 7**, which may be asked at any interview. This can be expanded by teachers as required.
- ✚ Students will then be in a position to put together a small personal portfolio to include:
  - job vacancy;
  - application form (if they have one);
  - CV and qualifications;
  - interview checklist; and
  - prepared answers to interview questions.
- ✚ Teachers could arrange to have another teacher, a guidance counsellor, a trained interviewer or a member of an HR department or recruitment agency to provide expert advice and feedback on how each student performed at interview.