Name of Lesson: Getting A Job

Grade Level: 10

Subject Area: Business

Stage 1 – Desired Results

Content Standards:

I. Self-Awareness  
Achievement Standard: Assess personal skills, abilities, and aptitudes and personal strengths and weaknesses as they relate to career exploration and development.

II. Career Research  
Achievement Standard: Utilize career resources to develop a career information database that includes international career opportunities.

III. Workplace Expectations  
Achievement Standard: Relate the importance of workplace expectations to career development.

IV. Career Strategy  
Achievement Standard: Apply knowledge gained from individual assessment to a comprehensive set of goals and an individual career plan.

V. School-to-Career Transition  
Achievement Standard: Develop strategies to make an effective transition from school to career.

Understandings:

Students will understand..

* How to fill out a job application
* Job Interview Etiquette
* Cover Letter and Resume
* Interviewing Skills
* Mock Interviews

Essential Questions:

* How To Get A Job?

Stage 2: Acceptable Evidence

Performance Tasks:

* Practice Job Application
* Resumes
* Cover Letter
* Action Statements
* Mock Interviews
* Practice Interview Questions
* Career Research and/or Company Research
* Thank You & Follow Up

Other Evidence & Formative Assessment:

* Dos & Don’ts of the Interview Process
* See Project Rubric for Interview Guidelines

Stage 3: Learning Plan

Learning Activities

* Lecture & Notes
* Guest Speaker: Hiring Manager
* Videos
* Practice Job Application
* Final Job Applications
* Resume Templates
* Resume Samples
* Final Resume and Cover Letter
* Photos
* Mock Interviews
* Thank You Letter
* Follow Up Phone Call Script
* Career Folder
* References & Contact Information

Lesson Contributors

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