Teacher Companion

Job Hunting Class Lesson Plan

Searching for a job in the correct manner remains paramount for young job seekers. While many inexperienced applicants make simple gaffes when trying to find a job, others compound their mistakes by continually repeating them. From starting a search too late to holding the misguided belief that certain jobs are beneath them, teen workers might just not fully understand the future benefits of working entry-level positions. Giving up too quickly in the job-search process, not following simple directions, and making too many grammatical and spelling errors on the application may disqualify potential workers before they even arrive at the interview.

A surefire way to find the right job is by tailoring the job search to personal and professional interests. Many companies seek out younger or inexperienced workers to fill entry-level jobs because teens and first-time employees adapt to training, are often willing to work varied schedules, and frequently need to accommodate other activities, which keeps payroll down and puts work hours on par with the needs of the business. Teens should check with community job boards, local libraries, and school guidance counselors for assistance in finding jobs. If finding employment with a major company proves difficult, the idea of starting a small business could be explored.

Properly preparing for a job search is vital. Depending on state and local laws, teen workers may need to have proof of age, a social security card, current contact information, references, and perhaps even a work permit. Further preparation generally includes setting realistic goals and sticking to them. This may consist of applying to two places a day, always following up, setting a date for when you want to start working, and, most importantly, writing everything down so it can always be visualized.

Teens need to decide what type of job search they want to conduct. For those who are not particularly interested in any specific type of work but just want a job, a blanketed search may be the best approach. Mass-applying at every available job that typically requires little to no experience may yield results, especially if the applicant isn't too picky. For younger workers who want a more pointed approach, a targeted job search may work much better. Utilizing a research-based approach, teens find jobs based on interests, as well as what works best with their schedule and monetary needs, and subsequently narrow down the jobs that are best for them.

In the end, all young workers should understand that finding their first or next job is often not as difficult as they may think it will be, especially if they take the time to direct their search appropriately. Teens should understand that, for the most part, while jobs can be fun experiences, employers expect new hires to show up when scheduled and work accordingly. Additionally, when jobs aren't what teens expect, it's alright to quit as long as appropriate notice is given to the employer. Even if they don't get the first position they apply for, young job seekers should always remain courteous to employers, as it could help with future job openings.

All the slides for this curriculum should present themselves in a way that shows students how to conduct a proper job search. The accompanying video, links, and activities should be used at the teacher's discretion to help supplement the presentation. The questions at the end of the slideshow can be used for group work or to encourage class discussion. Thank you for choosing our job skills curriculum, and please look to our additional presentations for further assistance in helping your students navigate the job market confidently and successfully.