

Lesson Plan- Unit 5: DVR Lesson

Subject/Course	Secondary Transition – Self-Determination and Advocacy		
Topic:	Employment		
Lesson Title:	Finding a Job		
Level:	9-12	Lesson Duration:	45-60 minutes

Lesson Objectives:

- The students will discover resources that are available for finding employment.
- The students will explore sample applications and determine if these applications would lead to employment.

Summary of Tasks/Actions:

1. On the board, brainstorm the places that you can find out about current job/career openings
 - Department of Labor, newspaper, job fairs, USA Jobs, inquiring in person, etc.
 - Describe more detail about each of the resources
 - Discuss what types of job would be found at each resource. Are all jobs listed in the same resource?
2. On the board, brainstorm the steps to apply for a job
 - Researching open jobs.
 - Deciding to apply for the job.
 - Do you have the required skills for the job? Are you the right candidate?
 - Call or visit the location to inquire if the job is still available. If it is, ask how to obtain an application or where to apply online. If the application is on paper, ask for two copies (practice/final).
 - Complete the application in a timely manner.
 - i. Complete all sections on the application – leave nothing blank
 - ii. Edit spelling/grammar
 - iii. Write 'does not apply' or 'N/A' when a question does not apply
 - iv. Print
 - v. Complete the application with neatness
 - vi. On the final copy, use a pen and not a pencil
 - vii. Date and sign the application if there is a place to do that
 - viii. Have another person look over the application
 - ix. If references are required, call the references first to ask permission
 - x. If the application states it is required, attach a resume
3. Pass out three sample applications and rating scales
4. As a group, review the first application and rate it according to the scale. Would you hire this person?

5. In pairs, the students will rate the other two applications using the scale.
6. As a group, discuss the results. Why did they hire their applicant?

Materials/Equipment:

- Three sample applications
- Application Rating Scale
- Dry erase board/markers
- Pencils
- *Tips for Success – The Application* for teacher resource

References:

- *Tips for Success – The Application*. http://www.worksmart.ca.gov/tips_application.html