

# 27 Plan Your Job Search

## TRANSITION OBJECTIVE

Students will plan a job search.

## RELEVANCE TO SUCCESSFUL TRANSITION

To conduct a successful job search you must have a plan, including where to look, a schedule for looking and a system for keeping track of information you gather.

## INSTRUCTIONAL SEQUENCE

### ❑ STEP 1: Update Journal

I have a plan for getting a job. It is . . .

### ❑ STEP 2: Convene Roundtable

"One thing I will do to get a job is \_\_\_\_."

### ❑ STEP 3: Advance Organizer

"Today you will plan your job search."

### ❑ STEP 4: Activity - One Class Period

Have students break into groups of three to brainstorm the three most important components of an effective job search. After two minutes, have groups report their answers and write these on the board. Have students look at **Plan Your Job Search** and compare the answers on the board with the ideas on the handout. Using the screen image, discuss the Planning Calendar and show an example of how you would plan the calendar. Tell the students that even if they are not now looking for a job, they still need to prepare a calendar because they will need it in the future. Individually or in pairs, have students work out a job search schedule.

### ❑ STEP 5: Activity - One Class Period

Review the job search process with students: Find a company for which you want to work.

Make a list of your skills. Research the job. Develop and distribute a resume or resume card. Write a quality job application. Prepare for the interview and practice answering

interview questions. Follow up the interview with a thank you note or call.

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CAREER MANAGEMENT: Unit 2 LESSON 27

### Plan Your Job Search

- Make looking for work a full time job.
- Set up a place you can work with a phone, an on-line computer if available, a place to write and paper and pencils.
- Choose the days and times you will work.
- Work on your job search for 25 hours each week.
- Create a job search schedule using a calendar.
- Use the telephone as your main source to develop job leads.
- Create a daily contact sheet to list the 20 people or businesses you plan to contact by phone each day.
- Make at least two face-to-face contacts a day for informal or formal interviews.

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### Job Search Calendar

**Directions:**  
Plan to spend at least 25 hours each week. That's an average of 5 hours per day, Monday through Friday. Keep a record of your job search on this calendar.  
Write in the start time and ending time each day. Also write what you did, like: phone calls, face-to-face contact, interviews, or getting information about a specific place you might like to work.

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							

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Since it is unlikely that they will be hired for the first job for which they apply, it is important to have a schedule of action they will take toward finding a job, keeping track of the people they contact and information gathered. Using your own examples, review the **Job Search Contact Sheet** and assign students to follow it to structure their own job searches. Provide computer access for online research and newspapers for students to find at least five businesses or companies to contact about job openings or job information.

### ❑ STEP 6: Evaluate Outcomes

Three reasons it is important to plan my job search are “\_\_\_\_\_.”

### ❑ STEP 7: Connecting Activity

Students will contact three employers to network. Networking conversations can include asking about job openings,

requirements for specific positions, do they consider internships or volunteers.

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**Job Search Contact Sheet**

1	Name: _____ Phone: _____
	Company/Relationship: _____
2	Name: _____ Phone: _____
	Company/Relationship: _____
3	Name: _____ Phone: _____
	Company/Relationship: _____
4	Name: _____ Phone: _____
	Company/Relationship: _____
5	Name: _____ Phone: _____
	Company/Relationship: _____
6	Name: _____ Phone: _____
	Company/Relationship: _____
7	Name: _____ Phone: _____
	Company/Relationship: _____
8	Name: _____ Phone: _____
	Company/Relationship: _____
9	Name: _____ Phone: _____
	Company/Relationship: _____
10	Name: _____ Phone: _____
	Company/Relationship: _____

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## KEY WORDS

job search

planning

schedule

### MATERIALS AND PREPARATION

- Student Handouts: **Plan Your Job Search**, page 126; **Job Search Calendar**, page 127; **Job Search Contact sheet**, page 128.
- Prepare by filling out a sample of each handout and make screen images of them.

### SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Listening
- Thinking Skills: Visualizing
- Personal Qualities: Responsibility, Self-Management