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Identify Helpful People

TRANSITION OBJECTIVE

Students will make a list of people they know who may be able to help them find a job. They will learn the value of an informal interview.

RELEVANCE TO SUCCESSFUL TRANSITION

Developing a network of people who have information about jobs is the best way for the job seeker to maximize time and effort. Once the network has been identified, the job seeker finds job leads through informal interviews with people on the network list.

INSTRUCTIONAL SEQUENCE

❑ STEP 1: Update Journal

I can say positive things about myself when ...

❑ STEP 2: Convene Roundtable

"When I talk to people about the job I want, I feel ____."

❑ STEP 3: Advance Organizer

"Today you will make a list of people you know who may be able to help you find a job and then learn the value of informal interviews with these people."

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CAREER MANAGEMENT: Unit 2 LESSON 5

Build Your Network

First, look at all of the groups of people below. Mark an "X" in the box for each group that has people you know:

<input type="checkbox"/> Friends	<input type="checkbox"/> Teachers
<input type="checkbox"/> Relatives	<input type="checkbox"/> Employers
<input type="checkbox"/> Neighbors	<input type="checkbox"/> Co-workers
<input type="checkbox"/> Friends from school	<input type="checkbox"/> Teammates
<input type="checkbox"/> People from church	<input type="checkbox"/> People from a school club
<input type="checkbox"/> People from a local business	<input type="checkbox"/> People from the local store

Second, write the name of each group you marked on the first line of a section below. Now, write the names of people you know from that group on the other lines of the section. For example, if Group 1 is "Family," you would write the name of an uncle or cousin who you could talk to about jobs.

Group 1 _____	Group 2 _____
_____	_____
_____	_____
Group 3 _____	Group 4 _____
_____	_____
_____	_____
Group 5 _____	Group 6 _____
_____	_____
_____	_____

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❑ STEP 4: Activity - 25 Minutes

Remind students that most jobs are filled without advertising. Explain that anyone you

know, including friends and relatives, may have information about job leads. These people are your network and account for about 33% of all leads to hidden job openings. Using a screen image of **Build Your Network**, discuss the information in the first section and show students a sample of your own network. Have students work with a partner to complete the handout. Circulate through the room to stimulate discussion.

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CAREER MANAGEMENT: Unit 2 LESSON 5

Why Use Informal Interviews?

What is an INFORMAL INTERVIEW?

An informal interview is any contact with a person who could hire you even if there is no job opening now. It also includes contact with a person who knows about job openings or could recommend you.

INFORMAL INTERVIEWS are important because they:

- ◆ Allow you to interview with many people you would not usually see
- ◆ Encourage you to talk to a potential employer before a job is opened
- ◆ Do not make you wait for a newspaper ad before contacting a potential employer
- ◆ Give you the freedom to look for the job you want and not just take what is open now
- ◆ Will help you get a job much faster than using the old ways for getting a job

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❑ STEP 5: Activity - 10 Minutes

Have students close their eyes and think about one of the people on their network list. Have them picture themselves describing their skills to this person and talking about the

kind of job they want. Now have students open their eyes. Explain that what they were visualizing was an informal interview, one of the most effective tools for finding a job. Next, they should tell a partner how they felt while “talking” to this person.

❑ **STEP 6: Activity - 20 Minutes**

Have students take turns reading aloud the points from **Why Use Informal Interviews?** Discuss each point, reviewing information that has been presented in previous lessons. Help students understand that it is important to be ready to ask about job leads every

time they are in contact with people who could help with finding a job. The more informal interviews they conduct, the fewer formal interviews they will need to have to find a job.

❑ **STEP 7: Evaluate Outcomes**

One reason informal interviews are important is “_____.”

❑ **STEP 8: Connecting Activity**

Students will contact three people on their network list.

KEY WORDS

contacts

acquaintances

**maximize
informal interview**

formal

network

MATERIALS AND PREPARATION

- Student Handouts: **Build Your Network**, page 64; **Why Use Informal Interviews?**, page 65.
- Prepare a sample handout filled out with your own examples.
- Prepare a screen image of the completed sample handout **Steps for Finding Warm Contacts**.

SCANS FOUNDATION SKILLS

- Basic Academic Skills: Reading, Writing, Listening, Speaking
- Thinking Skills: Decision Making, Visualizing, Knowing How to Learn
- Personal Qualities: Responsibility, Sociability