

WORK EXPERIENCE

SEQUENCE

Unit 1 – Decision Making-Job Values

1. Consider what a student wants from a job.
2. Learn what kinds of work may be available to a student when they leave high school.
3. Understand how to make “trade-off decisions” regarding job selection.
4. Set goals and make plans for a student’s future.

Unit 2 – Decision Making Careers Available

1. Determine both advantages and disadvantages of personally selected careers.
2. Develop an awareness of specific career areas which match your individual interests and aptitudes.
3. Develop an awareness of procedures to obtain information regarding educational institutions which you may be interested in attending.

Unit 3 – How to Get a Job

1. List four possible sources of information on job openings.
2. Prepare your own resume.
3. Write a letter of application.

Unit 4 – Preparing For an Interview

1. List items that you should take with you to an interview.
2. Explain several procedures to expect at the interview.
3. Describe how you should look and act during the interview.

Unit 5 – Keeping a Job

1. Explain what may be expected of you on the first day of work.
2. Understand the importance of developing a good working attitude toward your employer and fellow workers.
3. Develop an awareness of good customer relations.
4. List factors involved in career advancement.
5. Write a letter of resignation.