

M O D U L E

07

EMPLOYMENT

Find the right job for you and
thrive in your job.



Life Skills & Employment Success

Module 7 - Employment

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Module 7

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Module 7
Section 1

CAREER ASSESSMENT

Find out which jobs are most suited for
you.

IN THIS SECTION YOU WILL:

Learn the value of career tests to help you find the best job for you.

Discover the different kinds of test available.

Explore the benefits of taking an assessment or more than one.

Find out how what interest area fits you best.

CAREER ASSESSMENT

What are Career Assessments?

Career assessments are like special quizzes or tests that help you figure out what kinds of jobs you might like. They ask questions about your personality, what you're good at, what you enjoy doing, and what's important to you.

Think of it like this: If you love to draw, a career test might suggest you become an artist or a cartoonist. If you like helping people, it might suggest you become a teacher or a nurse.

Why are they helpful?

- They help you learn about yourself. They can show you your strengths and weaknesses, what you're interested in, and what kind of work environment you'd enjoy.
- They can help you choose a career you'll like. By knowing what you're good at and what you enjoy, you can pick a job that will make you happy.
- They can help you learn new skills. If a test shows you need to learn something new, you can take classes or practice to get better at it.

Different Kinds of Career Tests

There are lots of different career tests, and they all ask different questions. Here are a few examples:

- **Personality Tests:** These tests ask questions about how you think and act. For example, they might ask if you like working alone or with others, or if you like to make decisions quickly or think things through carefully.
- **Skills Tests:** These tests see how good you are at certain things, like writing, math, or problem-solving.
- **Interest Tests:** These tests ask you about your hobbies and what you like to do in your free time.

Benefits of taking a career test

You can find lots of career tests online, and many of them are free! It's a good idea to try a few different tests to get a better idea of what kind of career might be right for you.

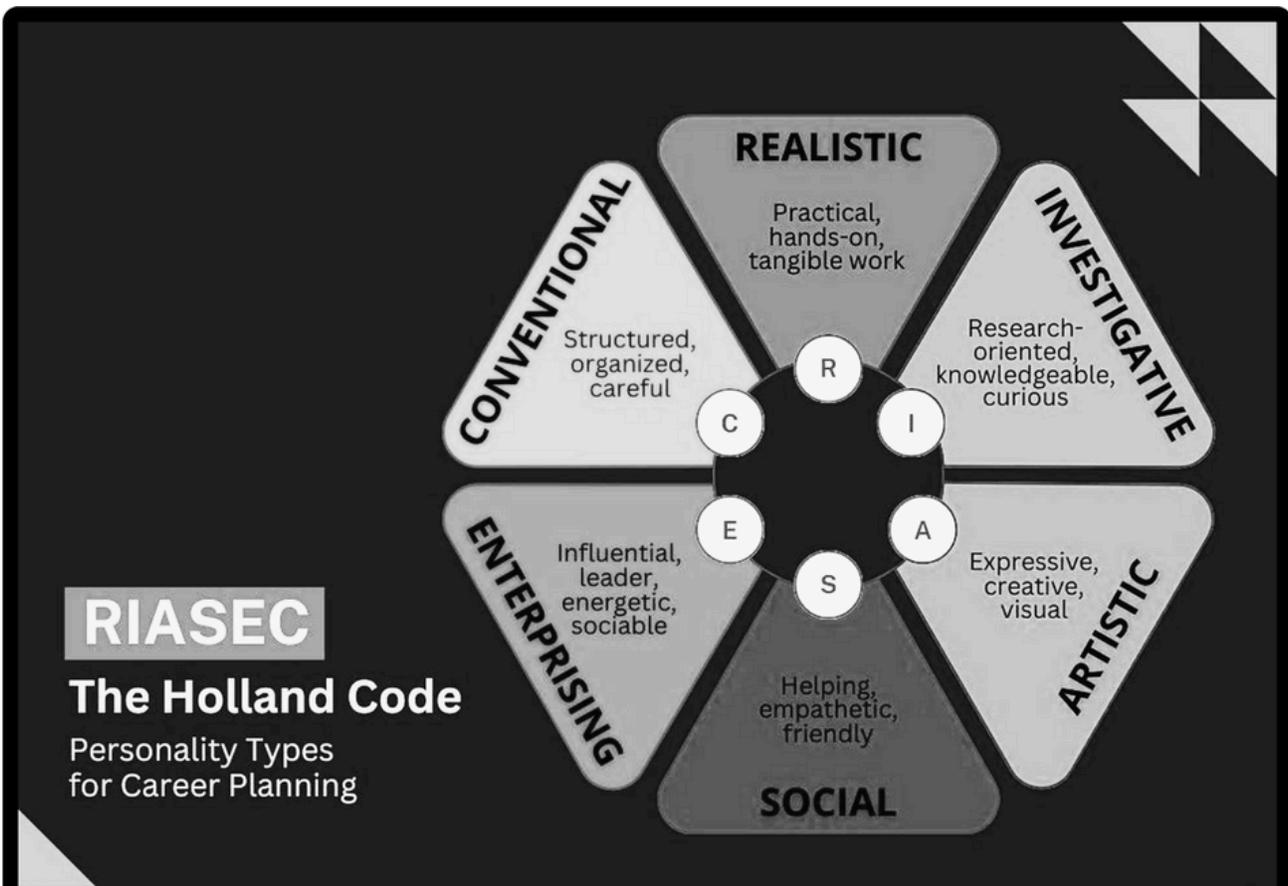
*Remember: Career tests are just a starting point. They can give you some ideas, but it's up to you to decide what you want to do with your life.

Career tests are a fun and easy way to learn about yourself and your career options. They can help you make smart choices about your future!

On the following page you can try taking a career assessment called the O*Net Interest Profiler. There are also links to several other types of career assessments on the Resources page in this section.

The O*NET Interest Profiler helps you discover what kinds of jobs you might find interesting and exciting. It shows you different types of work activities and tells you about jobs that match your interests.

Once you take the quiz, you'll learn about your favorite things to do. Then, you can use this information to explore different jobs and careers that might be a good fit for you!



DISCUSSION QUESTIONS

1

Think about your favorite things to do. What kind of job could you see yourself doing that uses those things?

2

.What are some things you are good at? How could those skills help you in a job?

3

What is important to you in a job? Would you want a job that is exciting, or a job that is calm? Explain your answer.

4

What are some things you would like to learn more about? How could learning those things help you in your future career?

5

Think about a job you would NOT want to do. Why would you not want to do that job? What does that tell you about what you are looking for in a career?

6

What are some things you are good at that you don't think of as 'skills'? Could these things be helpful in a job?

O*NET INTEREST PROFILER SHORT FORM



Read the 60 work activities below. Place a check in the box by the activities you would like to do. **Do not** think about how much education/training is needed or how much money you will make! Count the number of checks for each shaded section and write that total in the box to the right of each section. These are your scores for each interest area.

<input type="checkbox"/> Build kitchen cabinets <input type="checkbox"/> Lay brick or tile <input type="checkbox"/> Repair household appliances <input type="checkbox"/> Raise fish in a fish hatchery <input type="checkbox"/> Assemble electronic parts	<input type="checkbox"/> Drive a truck to deliver packages to offices and homes <input type="checkbox"/> Test the quality of parts before shipment <input type="checkbox"/> Repair and install locks <input type="checkbox"/> Set up and operate machines to make products <input type="checkbox"/> Put out forest fires	Total <input type="text"/>
Realistic checks =		
<input type="checkbox"/> Develop a new medicine <input type="checkbox"/> Study ways to reduce water pollution <input type="checkbox"/> Conduct chemical experiments <input type="checkbox"/> Study the movement of planets <input type="checkbox"/> Examine blood samples using a microscope	<input type="checkbox"/> Investigate the cause of a fire <input type="checkbox"/> Develop a way to better predict the weather <input type="checkbox"/> Work in a biology lab <input type="checkbox"/> Invent a replacement for sugar <input type="checkbox"/> Do laboratory tests to identify diseases	Total <input type="text"/>
Investigative checks =		
<input type="checkbox"/> Write books or plays <input type="checkbox"/> Play a musical instrument <input type="checkbox"/> Compose or arrange music <input type="checkbox"/> Draw pictures <input type="checkbox"/> Create special effects for movies	<input type="checkbox"/> Paint sets for plays <input type="checkbox"/> Write scripts for movies or television shows <input type="checkbox"/> Perform jazz or tap dance <input type="checkbox"/> Sing in a band <input type="checkbox"/> Edit movies	Total <input type="text"/>
Artistic checks =		
<input type="checkbox"/> Teach an individual an exercise routine <input type="checkbox"/> Help people with personal or emotional problems <input type="checkbox"/> Give career guidance to people <input type="checkbox"/> Perform rehabilitation therapy <input type="checkbox"/> Do volunteer work at a non-profit organization	<input type="checkbox"/> Teach children how to play sports <input type="checkbox"/> Teach sign language to people who are deaf or hard of hearing <input type="checkbox"/> Help conduct a group therapy session <input type="checkbox"/> Take care of children at a day-care center <input type="checkbox"/> Teach a high-school class	Total <input type="text"/>
Social checks =		
<input type="checkbox"/> Buy and sell stocks and bonds <input type="checkbox"/> Manage a retail store <input type="checkbox"/> Operate a beauty salon or barber shop <input type="checkbox"/> Manage a department within a large company <input type="checkbox"/> Start your own business	<input type="checkbox"/> Negotiate business contracts <input type="checkbox"/> Represent a client in a lawsuit <input type="checkbox"/> Market a new line of clothing <input type="checkbox"/> Sell merchandise at a department store <input type="checkbox"/> Manage a clothing store	Total <input type="text"/>
Enterprising checks =		
<input type="checkbox"/> Develop a spreadsheet using computer software <input type="checkbox"/> Proofread records or forms <input type="checkbox"/> Install software across computers on a large network <input type="checkbox"/> Operate a calculator <input type="checkbox"/> Keep shipping and receiving records	<input type="checkbox"/> Calculate the wages of employees <input type="checkbox"/> Inventory supplies using a hand-held computer <input type="checkbox"/> Record rent payments <input type="checkbox"/> Keep inventory records <input type="checkbox"/> Stamp, sort, and distribute mail for an organization	Total <input type="text"/>
Conventional checks =		

In the boxes below, write the names of the interest areas with the three highest scores. The first box is your highest or primary interest. If there are ties, choose the interest with activities that you think are the best fit for you.

1 2 3

SCORE REPORT

O*NET Interest Profiler Short Form

Name: _____

Date: _____

Congratulations on completing your O*NET Interest Profiler! Interest Areas are a summary of the type of work you like. Now you will:

- Learn about your work interests;
- Discover careers linked to your interests that you might find satisfying and rewarding; and
- Explore careers that match your interests based on job preparation level.

Primary (1), Second (2), and Third (3) Interests

Copy below the three Interests from the bottom of your Interest Profiler. Remember the Interest with the highest score (most number of checks) is your **Primary Interest**.

Primary Interest: 1 _____

Second and Third Interests: 2 _____ 3 _____

What do your Interests mean?

RIASEC Interests

Realistic:	Work involves building, repairing, maintaining, installing, driving, or working with hands. People with Realistic interests often like work that includes plants, animals, electronics, real-world materials like wood, the outdoors, machines, equipment, or tools.
Investigative:	Work involves studying, researching, testing, analyzing, diagnosing, discovering, thinking, or problem solving. People with Investigative interests often like work that includes science, knowledge, laboratory settings, ideas, or facts.
Artistic:	Work involves creating, performing, writing, designing, dancing, composing, or self-expression. People with Artistic interests often like work that includes art, media, music, theatre, or graphics.
Social:	Work involves helping, teaching, educating, guiding, advising, or nurturing. People with Social interests often like work that includes people, service, social activities, health, or communication.
Enterprising:	Work involves managing, supervising, negotiating, marketing, selling, leading, or directing. People with Enterprising interests often like work that includes employees, customers, products, business, law, or politics.
Conventional:	Work involves organizing, recording, filing, sorting, inspecting, or attention to detail. People with Conventional interests often like work that includes information, data, regulations, office environments, procedures, files, or rules.

What is Your Job Zone?

To figure out what careers to explore, it's helpful to know how much education, training, and experience you need to do a job. This level of preparation is known as a **Job Zone**. Careers that require similar levels of preparation are grouped into the same Job Zone.

Job Zone 1 — Careers need **Little** or **No** Preparation

- **No previous skills, knowledge, or experience is needed.**
 - May require a high school diploma or GED certificate.
 - May need from a few days to a few months of training.

Job Zone 2 — Careers need **Some** Preparation

- **Usually need a high school diploma.**
 - Some previous skills, knowledge, or experience is usually needed.
 - May need from a few months to one year of working with experienced employees.

Job Zone 3 — Careers need **Medium** Preparation

- **Usually requires training in vocational schools, related on-the-job experience, or an associate's degree.**
 - Previous skills, knowledge, or experience needed.
 - Need one or two years of training.

Job Zone 4 — Careers need **High** Preparation

- **Most careers require a four-year bachelor's degree, but some do not.**
 - Long-term skills, knowledge, or experience needed.
 - Need several years of work-related experience and training.

Job Zone 5 — Careers need **Extensive** Preparation

- **Most of these careers need a graduate school education.**
 - Extensive skills, knowledge, and experience are needed; many requiring more than five years of experience.
 - May need some on-the-job training; however, the person will usually have the needed skills, knowledge, work-related experience, and training before starting the job.

Pick a **Job Zone** from above that matches the education, training, and experience you **CURRENTLY HAVE** right now.

CURRENT Job Zone: _____

Careers in **higher** Job Zones often pay more and offer more opportunities. Do you plan on getting more education, training, and experience in the **FUTURE**? Choose a **higher** Job Zone that you will work towards. Learn about the type of careers that can match your interests in the **FUTURE!**

FUTURE Job Zone: _____

Exploring Careers Using Your Interests and Your Job Zone:

Using your **Primary Interest** and **Job Zone** allows you to find careers that match your interests and fit your amount of job preparation. The *O*NET Career Listings* document shows careers for each Interest and Job Zone.

1. Find your Primary Interest and look over the careers listed.

2. Find your Job Zone under your Primary Interest and review the careers listed. Do you see any careers that you would like to find out more about? Write down the Career Title for each career you want to explore. **On the next page, an O*NET Careers Worksheet is provided to write these titles down.**

3. Now that you have selected careers to explore, go to My Next Move at: <https://www.mynextmove.org/>.

Search careers with keywords or to browse careers by industry. For each career, you can find:

- the types of activities that are performed in those careers;
- the knowledge, skills, abilities, technology, and education that are needed for the careers;
- job postings, training, certification, and apprenticeship information for the careers;
- state-level employment statistics for the careers; and
- the wages and future employment outlook that are predicted for the careers.

4. To find more career choices related to your interests not in your list, go to the Interest Browse function within My Next Move at <https://www.mynextmove.org/find/interests>.

5. If you don't like the careers in your Job Zone listed for your Primary Interest, you have choices:

- Review the Job Zone definitions to make sure that you have chosen the Job Zone that best matches what you have now.
- Choose a different Job Zone that you want to work towards in the FUTURE.
- Use your second or third highest interests to look at careers.



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O*NET Careers Worksheet

The *O*NET Career Listings* document includes a sample of the careers that are linked with the six Interests and the five Job Zones. They are organized first by Interest and then by Job Zone within the Interest.

Copy your Primary, Second, and Third Interests from page 1 of the **Score Report** below:

Primary Interest: 1 _____

Second and Third Interests: 2 _____ 3 _____

Also, copy your Job Zone(s) from page 2 of the **Score Report** below:

Your CURRENT Job Zone: _____

Your FUTURE Job Zone: _____

To look at the careers linked with your Primary Interest, locate the section for your Primary Interest in the *O*NET Career Listings* document and then find the career listing for your Job Zone under that section. For a longer list of careers, refer to My Next Move’s Interest Browse at <https://www.mynextmove.org/find/interests>.

You can also use your second or third highest interest to look at careers. Find the career listings for your Job Zone under the sections that match your second or third interest.

Write Below the Career Titles You Have Picked to Explore:

1.
2.
3.
4.
5.
6.
7.
8.
9.
10.



Sponsored by the U.S. Department of Labor, Employment & Training Administration and developed by the National Center for O*NET Development

O*NET CAREER LISTINGS

O*NET Careers by Interest and Job Zone

REALISTIC | JOB ZONES 1 – 2

*Work involves building, repairing, maintaining, installing, driving, or working with hands. People with **Realistic** interests often like work that includes plants, animals, electronics, real-world materials like wood, the outdoors, machines, equipment, or tools.*

REALISTIC — JOB ZONE 1 (Little or No Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Agricultural Equipment Operators	Food Preparation Workers
Baristas	Landscaping & Groundskeeping Workers
Cement Masons & Concrete Finishers	Laundry & Dry-Cleaning Workers
Conveyor Operators & Tenders	Logging Equipment Operators
Cooks, Fast Food	Maids & Housekeeping Cleaners
Dining Room & Cafeteria Attendants & Bartender Helpers	Meat, Poultry, & Fish Cutters & Trimmers
Dishwashers	Plasterers & Stucco Masons
Farmworkers & Laborers, Crop, Nursery, & Greenhouse	Roustabouts, Oil & Gas
Fast Food & Counter Workers	Septic Tank Servicers & Sewer Pipe Cleaners
Fishing & Hunting Workers	Sewing Machine Operators

REALISTIC — JOB ZONE 2 (Some Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Animal Caretakers	Laborers & Freight, Stock, & Material Movers, Hand
Athletes & Sports Competitors	Light Truck Drivers
Baggage Porters & Bellhops	Manicurists & Pedicurists
Bakers	Medical Equipment Preparers
Bartenders	Recycling & Reclamation Workers
Bus Drivers, Transit & Intercity	Security Guards
Construction Laborers	Solar Photovoltaic Installers
Cooks, Restaurant	Telecommunications Line Installers & Repairers
Electrical & Electronic Equipment Assemblers	Tile & Stone Setters
Heavy & Tractor-Trailer Truck Drivers	Veterinary Assistants & Laboratory Animal Caretakers

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

REALISTIC Job Zones 3 - 5

REALISTIC — JOB ZONE 3 (Medium Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Aerospace Engineering & Operations Technologists & Technicians	Maintenance & Repair Workers, General
Audio & Video Technicians	Medical & Clinical Laboratory Technicians
Electrical & Electronics Installers & Repairers, Transportation Equipment	Motorboat Mechanics & Service Technicians
Electricians	Occupational Health & Safety Technicians
Farm Equipment Mechanics & Service Technicians	Phlebotomists
Food Science Technicians	Precision Agriculture Technicians
Forest Fire Inspectors & Prevention Specialists	Radiologic Technologists & Technicians
Hairdressers, Hairstylists, & Cosmetologists	Surgical Technologists
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	Veterinary Technologists & Technicians
Janitors & Cleaners	Wind Turbine Service Technicians

REALISTIC — JOB ZONE 4 (Considerable Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Airline Pilots, Copilots, & Flight Engineers	Geological Technicians
Automotive Engineers	Manufacturing Engineers
Biological Technicians	Materials Engineers
Chemical Engineers	Mechanical Engineers
Civil Engineers	Museum Technicians & Conservators
Computer Hardware Engineers	Range Managers
Electronics Engineers	Remote Sensing Technicians
Exercise Physiologists	Solar Energy Systems Engineers
Fuel Cell Engineers	Transportation Engineers
Geodetic Surveyors	Water/Wastewater Engineers

REALISTIC — JOB ZONE 5 (Extensive Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Adapted Physical Education Specialists**	Geoscientists**
Anthropologists & Archeologists**	Human Factors Engineers & Ergonomists**
Architects	Microsystems Engineers**
Astronomers**	Nurse Anesthetists**
Athletic Trainers**	Orthodontists**
Chiropractors**	Orthopedic Surgeons**
Cytotechnologists**	Orthotists & Prosthetists
Dentists, General**	Prosthodontists
Dermatologists**	Soil & Plant Scientists**
Environmental Restoration Planners**	Veterinarians

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

INVESTIGATIVE | Job Zones 1 – 3

*Work involves studying, researching, testing, analyzing, diagnosing, discovering, thinking, or problem solving. People with **Investigative** interests often like work that includes science, knowledge, laboratory settings, ideas, or facts.*

INVESTIGATIVE — JOB ZONE 1 (Little or No Preparation Needed)**O*NET Career Title**

No Careers Available

INVESTIGATIVE — JOB ZONE 2 (Some Preparation Needed)**O*NET Career Title**

Agricultural Inspectors***
 Animal Control Workers***
 Biofuels Processing Technicians***
 Chemical Equipment Operators & Tenders***
 Chemical Plant & System Operators***
 Dental Laboratory Technicians**
 Earth Drillers***
 Electrical & Electronic Equipment Assemblers***
 Electromechanical Equipment Assemblers***
 Endoscopy Technicians***

O*NET Career Title

Explosives Workers, Ordnance Handling Experts, & Blasters***
 Geothermal Technicians***
 Inspectors, Testers, Sorters, Samplers, & Weighers***
 Locomotive Engineers***
 Medical Equipment Preparers***
 Non-Destructive Testing Specialists**
 Operating Engineers & Other Construction Equipment Operators***
 Psychiatric Aides**
 Transportation Vehicle, Equipment & Systems Inspectors***
 Veterinary Assistants & Laboratory Animal Caretakers**

INVESTIGATIVE — JOB ZONE 3 (Medium Preparation Needed)**O*NET Career Title**

Cardiovascular Technologists & Technicians**
 Chemical Technicians
 Civil Engineering Technologists & Technicians**
 Commercial Divers**
 Computer Systems Analysts
 Coroners
 Detectives & Criminal Investigators
 Electrical & Electronic Engineering Technologists & Technicians**
 Forensic Science Technicians
 Health Information Technologists & Medical Registrars**

O*NET Career Title

Hearing Aid Specialists**
 Medical Appliance Technicians**
 Medical Dosimetrists
 Neurodiagnostic Technologists
 Paralegals & Legal Assistants**
 Precision Agriculture Technicians**
 Psychiatric Technicians**
 Quality Control Analysts**
 Veterinary Technologists & Technicians**
 Web Developers**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

INVESTIGATIVE Job Zones 4 - 5

INVESTIGATIVE — JOB ZONE 4 (Considerable Preparation Needed)**O*NET Career Title**

Aerospace Engineers
 Agricultural Engineers
 Bioengineers & Biomedical Engineers
 Bioinformatics Technicians
 Chemists
 Clinical Research Coordinators
 Cytogenetic Technologists
 Data Scientists
 Digital Forensics Analysts
 Environmental Scientists & Specialists, Including Health

O*NET Career Title

Food Scientists & Technologists
 Health Informatics Specialists
 Medical & Clinical Laboratory Technologists
 Occupational Health & Safety Specialists
 Penetration Testers
 Software Developers
 Software Quality Assurance Analysts & Testers
 Sustainability Specialists
 Validation Engineers
 Water Resource Specialists

INVESTIGATIVE — JOB ZONE 5 (Extensive Preparation Needed)**O*NET Career Title**

Animal Scientists
 Audiologists
 Climate Change Policy Analysts
 Economists
 Environmental Restoration Planners
 Financial Quantitative Analysts
 Genetic Counselors
 Human Factors Engineers & Ergonomists
 Industrial-Organizational Psychologists
 Industrial Ecologists

O*NET Career Title

Medical Scientists
 Natural Sciences Managers
 Nurse Practitioners
 Operations Research Analysts
 Optometrists
 Orthodontists
 Physicists
 Political Scientists
 Soil & Plant Scientists
 Statisticians

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

ARTISTIC | Job Zones 1 – 3

Work involves creating, performing, writing, designing, dancing, composing, or self-expression. People with Artistic interests often like work that includes art, media, music, theatre, or graphics.

ARTISTIC — JOB ZONE 1 (Little or No Preparation Needed)**O*NET Career Title**

Painting, Coating, & Decorating Workers**

ARTISTIC — JOB ZONE 2 (Some Preparation Needed)**O*NET Career Title**

Actors
Childcare Workers***
Costume Attendants
Disc Jockeys
Etchers & Engravers***
Floral Designers**
Furniture Finishers***
Models

O*NET Career Title

Nannies**
Paperhangers***
Photographic Process Workers & Processing Machine Operators**
Sewers, Hand***
Shoe & Leather Workers & Repairers**
Stone Cutters & Carvers, Manufacturing**
Tailors, Dressmakers, & Custom Sewers**
Upholsterers**

ARTISTIC — JOB ZONE 3 (Medium Preparation Needed)**O*NET Career Title**

Architectural & Civil Drafters***
Camera Operators, Television, Video, & Film
Craft Artists
Dancers
Desktop Publishers**
Fabric & Apparel Patternmakers**
Fashion Designers
Fine Artists, Including Painters, Sculptors, & Illustrators
Jewelers & Precious Stone & Metal Workers**
Makeup Artists, Theatrical & Performance

O*NET Career Title

Merchandise Displayers & Window Trimmers
Model Makers, Wood***
Musical Instrument Repairers & Tuners**
Patternmakers, Metal & Plastic***
Patternmakers, Wood***
Photographers**
Preschool Teachers**
Self-Enrichment Teachers**
Sound Engineering Technicians**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

ARTISTIC Job Zones 4 - 5

ARTISTIC — JOB ZONE 4 (Considerable Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Art Directors	Music Therapists**
Broadcast Announcers & Radio Disc Jockeys	Musicians & Singers
Choreographers	News Analysts, Reporters, & Journalists
Commercial & Industrial Designers	Poets, Lyricists & Creative Writers
Editors	Producers & Directors
Film & Video Editors	Special Effects Artists & Animators
Graphic Designers	Talent Directors**
Interior Designers	Video Game Designers
Kindergarten Teachers**	Web & Digital Interface Designers**
Music Directors & Composers	Writers & Authors

ARTISTIC — JOB ZONE 5 (Extensive Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Architects**	Political Scientists**
Architecture Teachers, Postsecondary***	Set & Exhibit Designers
Art Therapists**	Sociologists***
Art, Drama, & Music Teachers, Postsecondary**	Special Education Teachers, Preschool**
English Language & Literature Teachers, Postsecondary***	

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

SOCIAL | Job Zones 1 – 3

*Work involves helping, teaching, educating, guiding, advising, or nurturing. People with **Social** interests often like work that includes people, service, social activities, health, or communication.*

SOCIAL — JOB ZONE 1 (Little or No Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Amusement & Recreation Attendants** Baristas***	Dining Room & Cafeteria Attendants & Bartender Helpers***

SOCIAL — JOB ZONE 2 (Some Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Animal Caretakers**	Nannies
Animal Trainers**	Passenger Attendants**
Childcare Workers	Personal Care Aides
Food Servers, Nonrestaurant**	Physical Therapist Aides
Funeral Attendants**	Psychiatric Aides
Home Health Aides	School Bus Monitors
Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop	Shampooers**
Hotel, Motel, & Resort Desk Clerks**	Travel Guides
Lifeguards, Ski Patrol, & Other Recreational Protective Service Workers**	Ushers, Lobby Attendants, & Ticket Takers
Medical Secretaries & Administrative Assistants**	Waiters & Waitresses

SOCIAL — JOB ZONE 3 (Medium Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Acute Care Nurses	Occupational Therapy Assistants
Concierges	Paramedics
Dental Hygienists	Patient Representatives
Emergency Medical Technicians	Physical Therapist Assistants
Exercise Trainers & Group Fitness Instructors	Preschool Teachers
Hearing Aid Specialists	Psychiatric Technicians
Licensed Practical & Licensed Vocational Nurses	Residential Advisors
Massage Therapists	Respiratory Therapists
Nursing Assistants	Speech-Language Pathology Assistants
Occupational Therapy Aides	Tour Guides & Escorts

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

SOCIAL | Job Zones 4 - 5

SOCIAL — JOB ZONE 4 (*Considerable Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Career/Technical Education Teachers, Secondary School	Middle School Teachers
Child, Family, & School Social Workers	Music Therapists
Coaches & Scouts	Park Naturalists
Community Health Workers	Probation Officers & Correctional Treatment Specialists
Critical Care Nurses	Recreation Workers
Directors, Religious Activities & Education	Recreational Therapists
Education & Childcare Administrators, Preschool & Daycare	Registered Nurses
Elementary School Teachers	Social & Human Service Assistants
Fitness & Wellness Coordinators	Special Education Teachers, Secondary School
Health Education Specialists	Training & Development Specialists

SOCIAL— JOB ZONE 5 (*Extensive Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Acupuncturists	Health Specialties Teachers, Postsecondary
Agricultural Sciences Teachers, Postsecondary	Healthcare Social Workers
Athletic Trainers	Marriage & Family Therapists
Biological Science Teachers, Postsecondary	Midwives
Business Teachers, Postsecondary	Nurse Anesthetists
Clinical & Counseling Psychologists	Occupational Therapists
Clinical Nurse Specialists	Physical Therapists
Dietitians & Nutritionists	Physician Assistants
Educational, Guidance, & Career Counselors & Advisors	Speech-Language Pathologists
Engineering Teachers, Postsecondary	Substance Abuse & Behavioral Disorder Counselors

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

ENTERPRISING | Job Zones 1 – 3

*Work involves managing, supervising, negotiating, marketing, selling, leading, or directing. People with **Enterprising** interests often like work that includes employees, customers, products, business, law, or politics.*

ENTERPRISING — JOB ZONE 1 (Little or No Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Cooks, Fast Food***	Fast Food & Counter Workers***
Door-to-Door Sales Workers, News & Street Vendors, & Related Workers	

ENTERPRISING — JOB ZONE 2 (Some Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Aircraft Cargo Handling Supervisors	Food Service Managers
Demonstrators & Product Promoters	Gambling Managers
Farm Labor Contractors	Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop**
First-Line Supervisors of Entertainment & Recreation Workers	Postmasters & Mail Superintendents
First-Line Supervisors of Food Preparation & Serving Workers	Recycling Coordinators
First-Line Supervisors of Gambling Services Workers	Retail Salespersons
First-Line Supervisors of Helpers, Laborers, & Material Movers, Hand	Sales Representatives of Services
First-Line Supervisors of Housekeeping & Janitorial Workers	Telemarketers
First-Line Supervisors of Retail Sales Workers	Travel Guides**
First-Line Supervisors of Security Workers	Umpires, Referees, & Other Sports Officials

ENTERPRISING — JOB ZONE 3 (Medium Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Administrative Services Managers	First-Line Supervisors of Police & Detectives
Chefs & Head Cooks	Funeral Home Managers
Compliance Officers**	Government Property Inspectors & Investigators**
Customs Brokers**	Private Detectives & Investigators**
Facilities Managers	Real Estate Sales Agents
First-Line Supervisors of Firefighting & Prevention Workers	Solar Sales Representatives & Assessors
First-Line Supervisors of Material-Moving Machine & Vehicle Operators	Spa Managers
First-Line Supervisors of Office & Administrative Support Workers	Tour Guides & Escorts**
First-Line Supervisors of Passenger Attendants	Travel Agents
First-Line Supervisors of Personal Service Workers	Wind Energy Operations Managers

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

ENTERPRISING | Job Zones 4 - 5

ENTERPRISING — JOB ZONE 4 (*Considerable Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Agents & Business Managers of Artists, Performers, & Athletes	Marketing Managers
Construction Managers	Media Programming Directors
Equal Opportunity Representatives & Officers	Meeting, Convention, & Event Planners
Financial Managers	Personal Financial Advisors
Fundraisers	Project Management Specialists
General & Operations Managers	Public Relations Specialists
Human Resources Managers	Search Marketing Strategists
Human Resources Specialists	Social & Community Service Managers
Information Technology Project Managers	Training & Development Managers
Insurance Sales Agents	Transportation, Storage, & Distribution Managers

ENTERPRISING — JOB ZONE 5 (*Extensive Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Administrative Law Judges, Adjudicators, & Hearing Officers**	Educational, Guidance, & Career Counselors & Advisors**
Arbitrators, Mediators, & Conciliators	Environmental Economists**
Architectural & Engineering Managers	Industrial-Organizational Psychologists**
Chief Executives	Instructional Coordinators**
Chief Sustainability Officers	Investment Fund Managers
Clergy**	Judges, Magistrate Judges, & Magistrates
Climate Change Policy Analysts**	Judicial Law Clerks**
Curators**	Lawyers
Education Administrators, Kindergarten through Secondary**	Natural Sciences Managers**
Education Administrators, Postsecondary**	Urban & Regional Planners**

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

CONVENTIONAL | Job Zones 1 – 3

*Work involves organizing, recording, filing, sorting, inspecting, or attention to detail. People with **Conventional** interests often like work that includes information, data, regulations, office environments, procedures, files, or rules.*

CONVENTIONAL — JOB ZONE 1 (Little or No Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Agricultural Equipment Operators**	Fishing & Hunting Workers**
Amusement & Recreation Attendants	Food Preparation Workers**
Baristas**	Graders & Sorters, Agricultural Products**
Conveyor Operators & Tenders**	Landscaping & Groundskeeping Workers**
Cooks, Fast Food**	Laundry & Dry-Cleaning Workers**
Derrick Operators, Oil & Gas**	Maids & Housekeeping Cleaners**
Dining Room & Cafeteria Attendants & Bartender Helpers**	Meat, Poultry, & Fish Cutters & Trimmers**
Dishwashers**	Plasterers & Stucco Masons**
Fallers**	Septic Tank Servicers & Sewer Pipe Cleaners**
Fast Food & Counter Workers**	Sewing Machine Operators**

CONVENTIONAL — JOB ZONE 2 (Some Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Cargo & Freight Agents	Pharmacy Aides
Cashiers	Production, Planning, & Expediting Clerks
Customer Service Representatives	Public Safety Telecommunicators
Flight Attendants	Receptionists & Information Clerks
Freight Forwarders	Retail Loss Prevention Specialists
Gambling Dealers	Secretaries & Administrative Assistants
Hotel, Motel, & Resort Desk Clerks	Stockers & Order Fillers
Locker Room, Coatroom, & Dressing Room Attendants	Tellers
Medical Secretaries & Administrative Assistants	Title Examiners, Abstractors, & Searchers
Office Clerks, General	Transportation Security Screeners

CONVENTIONAL — JOB ZONE 3 (Medium Preparation Needed)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Airfield Operations Specialists	Medical Assistants
Bookkeeping, Accounting, & Auditing Clerks	Medical Records Specialists
Compliance Officers	Opticians, Dispensing
Computer Numerically Controlled Tool Programmers	Paralegals & Legal Assistants
Computer User Support Specialists	Pharmacy Technicians
Customs Brokers	Police Identification & Records Officers
Dental Assistants	Private Detectives & Investigators
Energy Auditors	Tax Preparers
Government Property Inspectors & Investigators	Telecommunications Engineering Specialists
Health Information Technologists & Medical Registrars	Web Developers

**The career was assigned to the group based on its second highest interest.

***The career was assigned to the group based on its third highest interest.

CONVENTIONAL | Job Zones 4 - 5

CONVENTIONAL — JOB ZONE 4 (*Considerable Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Accountants & Auditors	Industrial Engineers
Appraisers & Assessors of Real Estate	Information Security Analysts
Blockchain Engineers	Logisticians
Business Intelligence Analysts	Management Analysts
Clinical Data Managers	Online Merchants
Compensation, Benefits, & Job Analysis Specialists	Regulatory Affairs Specialists
Computer & Information Systems Managers	Security Management Specialists
Database Administrators	Surveyors
Environmental Compliance Inspectors	Technical Writers
Geographic Information Systems Technologists & Technicians	Web Administrators

CONVENTIONAL — JOB ZONE 5 (*Extensive Preparation Needed*)

<u>O*NET Career Title</u>	<u>O*NET Career Title</u>
Administrative Law Judges, Adjudicators, & Hearing Officers	Investment Fund Managers**
Anesthesiologist Assistants**	Judicial Law Clerks
Arbitrators, Mediators, & Conciliators**	Lawyers**
Archivists	Librarians & Media Collections Specialists
Biostatisticians**	Mathematicians**
Computer & Information Research Scientists**	Operations Research Analysts**
Curators	Radiologists**
Economists**	Statisticians**
Financial Quantitative Analysts**	Survey Researchers**
Geneticists**	Teaching Assistants, Postsecondary**



**Sponsored by the U.S. Department of Labor, Employment & Training Administration & developed by the
National Center for O*NET Development**

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***The career was assigned to the group based on its third highest interest.

RESOURCES

This section includes information from the <https://www.onetcenter.org/tools.html> O*NET Career Exploration Tools by the U.S. Department of Labor, Employment and Training Administration (USDOL/ETA). Used under the <https://creativecommons.org/licenses/by-nd/4.0/>>CC BY-ND 4.0 license. O*NET® is a trademark of USDOL/ETA.

There are lots of fun tests you can take online to help you figure out what kind of job you might like! Many of these tests are free and don't take very long.

- O*NET Interest Profiler

<https://www.onetcenter.org/IP.html>

This test is made by the United States Department of Labor. It asks you about things you like and dislike, and then tells you what kind of jobs might be interesting to you. It uses words like "investigative," "social," "enterprising," "artistic," "conventional," and "realistic" to describe different types of jobs. You answer 60 questions about how much you like or dislike different work activities.

- 123 Career Test

<https://www.123test.com/career-test/>

This test is super easy to use! It shows you pictures of people doing different jobs and you just say "yes" or "no" if you like what you see. Then, the test tells you what kind of jobs might be a good fit for you. It also tells you what kind of work environment you might like best.

- Keirsey Temperament Sorter

<https://www.keirsey.com/>

This test helps you figure out what kind of personality you have and how you might act at work. It puts you into one of four groups: guardian, artisan, rational, or idealist. It tells you about your personality and gives you a description of your group. You can pay for a more detailed report if you want.

RESOURCES CONTINUED

- The Princeton Review Career Quiz

<https://www.princetonreview.com/quiz/career-quiz>

This test asks you 24 questions about what kind of work you like. You get to choose between two options for each question. At the end, you get a color based on your answers. Then, the test gives you a list of jobs that might be good for people with your color.

- TestColor

<https://testcolor.com/>

This test is kind of like a color game! You pick different colors and then the test tells you about your personality and what kind of jobs you might be good at. You can pay for a more detailed report if you want.

- Humanmetrics

<https://www.humanmetrics.com/personality>

This test uses two different ways to figure out your personality. It then gives you suggestions for jobs, how to improve yourself, and other things related to work.

- MAPP Career Test

<https://www.assessment.com/>

This test helps you figure out what kind of jobs you might be good at and what motivates you to work. It takes about 22 minutes to complete.

Module 7
Section 2

PRESENTING YOURSELF

You get one chance to make a
good first impression.

IN THIS SECTION YOU WILL:

Learn about the importance of first impressions.

Understand that a clean and confident appearance can help you succeed.

Discover that presenting yourself in a positive way is just as important on the job as in an interview.

Find out the importance of having good relationships at work and the value of networking.

PRESENTING YOURSELF

Have you ever thought about how important it is to make a good first impression? When you're looking for a job, it's really important to show people that you're a good person to work with. This means being professional, both in your interview and once you get the job.

The Interview: Your First Chance to Shine

When you go for a job interview, you want to make sure you look and act like someone who's ready to work. First, you need to dress properly. If you're not sure what to wear, it's always better to dress a little nicer than you think you need to. For jobs that are in business offices, a nice suit is usually a good choice for a job interview. You can also check what kind of clothes people wear on the job at the company you are applying to work. Then dress a little bit nicer than what you would wear to work for the interview.

It's also important to be clean and neat. Make sure your hair is combed, your nails are clean, and you don't have too much makeup or jewelry.

Next, think about how you act. Stand up straight, shake hands firmly, and look people in the eye. These things show

that you're confident and respectful. When you listen to someone, nod your head and show that you're paying attention. Don't cross your arms or slouch, because that can make you look bored or uncomfortable.

You may not feel confident or enthusiastic, but your feelings do not need to control how you act. Think of how someone who is confident or enthusiastic acts. Then try to act in the same way. The more we practice being how we'd like to become or how we want to present ourselves, the more we take on those qualities. It may feel phony or awkward at first but keep practicing and it will get easier.



Finally, talk clearly and calmly. Don't use too many "um" or "like" words. Be enthusiastic about the job and the company. A positive attitude can really make a difference.

On the Job: Keeping Up the Good Work

Once you get the job, it's important to keep up the good work. Even though you're not going for an interview anymore, you still need to dress professionally. Follow the company's dress code and make sure your clothes are clean and in good condition.

Always be polite and respectful to everyone you work with, from your boss to your coworkers. Talk to people clearly and kindly, both in person and in emails. When you give or receive feedback, be honest and helpful.

It's also important to be reliable and on time. Show up for work on time and meet your deadlines. Be willing to help your coworkers and take on new challenges.

Having a good attitude and showing enthusiasm is another good way to present yourself in a positive way. Pay attention to the work (and don't get distracted by your phone or other things). Keeping a positive attitude and not grumbling or talking badly about other co-workers will help others see you as a great person to work with and have as an employee.

Building Relationships and Growing Your Career

Getting along with your coworkers is important. Be friendly and helpful. Work

together as a team and be willing to share your ideas.

Don't be afraid to talk to people outside of your company, too. Networking can help you learn new things and meet people who might be able to help you in your career.

By following these tips, you can make a great impression in your interviews and at work. This will help you get the job you want and have a successful career!

Key points to remember:

- Be neat and clean for an interview.
- Wear clothes that are a little nicer for the interview than what is required on the job.
- Act confident and respectful (firm handshake, eye contact, and no slouching).
- Speak clearly.
- Be enthusiastic and have a positive attitude in the interview and on the job.
- Be polite and respectful to your boss and co-workers.
- Be on time for work and focus on the job.
- Build good relationships with your co-workers and people outside your job who could help you in your career.

Arnie's Story of Success

Arnold Johnson is the father of Vicky Kinney, founder of My Neighbor to Love Coalition. His story tells how he was able to build his business, Universal Pensions, to 525 employees and Universal Printing to 110 employees - even though he had a challenging start.

Arnie was a high school graduate and says he graduated in the bottom half of his class, barely squeaking through. It wasn't a good beginning for him. After that he went into the army for two years. Back then he knew if he didn't go, he would end up getting drafted, so decided to get that out of the way.

When he got out of the army, he married his wife JoAnn (they have been married since 1959). Arnie worked with a chainsaw as a lumberjack and then worked in the iron mines. After working part time in sales while still at the mines, Arnie realized his dream was to be in sales full time. He took the chance and eventually one step at a time, Arnie started his own businesses, and they grew to be very successful.

Arnie learned many things that helped him succeed. Here are a few things he learned on presenting yourself:

Dress nicely.

When it comes to presenting yourself well, he understood the importance of dressing appropriately for the situation. People will often treat those who take care of their appearance, better than others who do not.

Have a strong handshake.

Introducing yourself with confidence is another bit of advice from Arnie, especially in an interview. He stresses that it is so important to have a firm, strong handshake. He suggests squeezing a little tighter than you think you should. He went so far to have a class for all 6 of his grandsons, to teach them how to shake hands. Arnie adds that you should also look the other person in the eye.

Be on time.

Arnie also believes that going the extra mile helps you succeed. He suggests arriving for work a half hour before your shift starts and staying a half hour after. It shows you are willing to work hard and put in the extra time.

Be positive and enthusiastic.

You need to be polite and respectful during an interview and with other co-workers when you get the job. Being positive and enthusiastic about the job you are applying for is very important.

Enthusiasm became an extremely important value of Arnie's. When he was working part time in his sales job, he got a card in the mail with a crazy looking duck jumping up and down on it with the words that said, "To be enthusiastic, you gotta act enthusiastic!"

He practiced being enthusiastic in his sales job and often his customers would tell him, they weren't exactly sure what he was selling (life insurance/ retirement accounts), but because he was so

enthusiastic about it, they were going to buy.

Later, once he built his businesses, every employee was given a copy of that card with the duck to put on their desks.

*To be enthusiastic...
You gotta act enthusiastic!*



People who inspired Arnie.

Arnie learned from others and applied their wisdom to his own life. One of these people he respected highly and calls him one of the greatest entrepreneurs of all time - a man named Curt Carlson. Curt created Gold Bond Stamps (an idea to use stamps to turn in to win prizes when buying groceries) in Minneapolis. While he was promoting his stamps, his wife would dress in a band uniform and beat on a bass drum to draw attention. Later Curt built the Radison Hotel chain and Country Kitchen restaurants, along with other businesses.

One thing that Curt Carlson used to say that really impressed Arnie was this:

“Obstacles are those frightening things when you take your eye off the target.”

Dreams.

Arnie believes in the importance of dreams. He used to get offended when his friends called him a dreamer. But then he realized that dreams are good to have. People can have many different kinds of dreams. Sometimes one will stand out above the rest. He says that when you can really see that dream, it starts to turn into a goal.

Arnie quotes another person - a Nobel prize-winning play writer born in 1856 named George Bernard Shaw:

You see things; you say,
'Why?' But I dream things
that never were; and I say
'Why not?'

He worked part time selling retirement plans while he still worked in the mines. His manager wanted him to go into sales full time and quit the mine. Arnie wasn't sure that was a good idea being he had a family to support. His manager asked him what's the worst that could happen? If he wasn't successful, he could still work his job in the mines.

He told his manager that he would be willing to work alongside him for one week during his vacation from the mine. The 2nd week he'd work on his own and if he didn't make any sales, he'd quit and go back to the mines. After two weeks, Arnie didn't make any sales, but he could see his dream. So, he quit his job at the mine and took a chance at sales full time. An author that also influenced Arnie was Dr. Maxwell Maltz, author of "Psycho Cybernetics". In this book, there was one chapter that Arnie really liked. It taught him:

"How to take a crisis and turn it into a creative opportunity."

When Arnie was developing his IRA business, he didn't have much money. He had an idea to make brochures to place in banks. He sold the idea to a banker and convinced him to give money for them up front. When the brochures were printed, there was a problem. The insides of the brochures were accidentally printed upside down. The printers offered to make them again but what could they do with the thousands of brochures that were printed wrong?

Arnie had an idea and went to the first banker he was working with. When the banker noticed the inside of the brochure was printed upside down, Arnie convinced him it was on purpose. He said most people don't pay attention to brochures, but when they have to turn

them around, it gets their attention. He sold every one of them to every bank he approached. That's one of the many ways he turned a crisis into a creative opportunity.

Arnie's own saying.

After being interviewed on the radio for being honored as the Minnesota Small Business Owner of the Year, one of Arnie's officers, Gene, said, "What you just said is you". Arnie responded, "What's did I say?". Gene told him that what he had just said was his life motto. Arnie hadn't realized it, but it was true. He also had a saying that he often repeats, and it is the advice he wants to pass on to others:

"I don't let obstacles get in my way.
I'll either go around them...
over them...
or through them!"

Even as an 87-year-old man, Arnie still comes into his office at least twice a week. He continues to encourage others. Arnie's advice is, "Pay attention to your dreams. Study them. And every once in a while, take one of those dreams and turn it into a goal."

DISCUSSION QUESTIONS

1

What are three things you should do to make a good first impression at a job interview and why?

2

What does it mean to be a good team player at work? Discuss the qualities of people you have experienced that were team players.

3

Why is it important to be honest and helpful when giving feedback to your coworkers?

4

Why is it important to be on time for work? Discuss the benefits and challenges of arriving early and leaving late.

5

Why is it important to be positive and enthusiastic in an interview and on the job? How can these qualities help you succeed?

6

Why is a strong handshake important? What impression do you think it leaves with a potential employer?

7

When hearing or reading about Arnie's story, what quotes stood out to you the most?

8

What dreams do you have that you may want to turn into goals? What is stopping you?

Module 7
Section 3

APPLICATIONS & INTERVIEWS

Prepare yourself so you can stand out
and shine.

IN THIS SECTION YOU WILL:

Understand the importance of preparing for an interview.

Find out tips on how to fill out an application and make a resume.

Discover how to make sure your resume or application gets through an Applicant Tracking System.

Explore ways to increase your chances of having a successful interview.

APPLICATIONS & INTERVIEWS

Job applications

Finding a job can be exciting! It's like a big adventure where you get to show off your skills and find a place where you can learn and grow. But before you can start your adventure, you need to fill out a job application.

First, read the instructions carefully. Make sure you understand what they want you to do. Follow all the rules about how long your answers should be and what kind of information they need.



Next, make your resume and cover letter special. Think about the job you want and make sure your resume and cover letter show how your skills and experiences are perfect for that job.

Use words from the job posting in your resume and cover letter. This will help computers find your application and show that you really understand what the job is about. This will help your resume or application pass through any Applicant Tracking Systems (ATS). Make sure you have sections in your resume that include -Skills, Experience and Education.

Always tell the truth about your skills and experiences. Make sure all the dates, job titles, and things you did are correct.

Before you send your application, check it carefully. Look for any spelling mistakes, grammar errors, or punctuation problems. It's a good idea to ask someone else to look at it too, just in case you missed anything.

When you talk about your achievements, use numbers to show how great you are. For example, you could say "I increased sales by 20%."

Make sure you fill out every part of the application. If something doesn't apply to you, write "N/A" (not applicable) instead of leaving it blank.

Use a professional email address when you apply for a job. This will show that you are serious about getting the job.

Finally, make a list of people who can tell the company about how great you are. These are called references. Let them know that the company might call them.

Once you've sent your application, you might get an interview! This is your chance to show the company how amazing you are.

Interviews

Before your interview, learn as much as you can about the company. Find out what they do, what they believe in, and what's new with them. Be ready to tell them why you want to work there.

Make sure you understand the job description and how your skills and experiences fit with it.

Practice answering common interview questions. Think about how you would answer questions like

- "Tell me about yourself,"
- "What are your strengths and weaknesses?" and
- "Why should we hire you?"

When you answer questions about what you've done in the past, use the STAR method. This means: telling a story about a **Situation**, the **Task** you had to do, the **Action** you took, and the **Result** of your actions.

Dress nicely for your interview. Choose clothes that are professional and fit the company's culture.

Bring extra copies of your resume, your list of references, and any other important documents.

Arrive at the interview early. Aim to get there 10-15 minutes before your appointment.



Show the interviewer that you are excited about the job and the company. Be positive and enthusiastic!

Ask the interviewer questions about the job, the team, and the company culture. This shows that you are interested and want to learn more.

After your interview, send a thank-you email within 24 hours. Thank the interviewer for their time and say that you are still interested in the job.

By following these tips, you can make a great impression and increase your chances of getting the job!

How to make a great resume

You're a great person looking for a job. But how do you show off your skills and stand out from other people? The first step is to make a great resume. Let's learn how to make a resume that will help you get the job you want.

Step 1: Make it Easy to Read

Think of your resume like a story about your work. It should be clear and easy to understand. There are two main ways to write a resume:

- **Chronological Resume:** This is the most common type. You list your jobs in order, starting with the most recent job and going back in time. This is a good way to show how your experience has grown over time.
- **Functional Resume:** This type lists your skills first, and then gives examples of how you used those skills in your jobs. This is good if you've had different kinds of jobs or are changing careers.

We'll focus on the chronological resume. Keep it simple and clean. Let your work experience speak for itself!



Step 2: Make a Great First Impression

The top part of your resume is like a window into who you are. This is where you want to grab the reader's attention.

- **Contact Information:** Put your name, phone number, email address, and the city and state where you live. If you have professional social media accounts, you can include those too.
- **Professional Summary:** This is a short paragraph (2-3 sentences) that tells the reader what you're good at and what kind of job you're looking for. Make sure to change this part for each job you apply for.
- **Skills:** If you're applying for a job that needs special skills (like being a computer programmer), you can list those skills here. For other jobs, it's better to put your skills at the bottom of your resume.

Step 3: Show Off Your Work Experience

Now it's time to tell the story of your jobs.

- **List Your Jobs:** Start with your most recent job and go back in time. Include the company name, your job title, where you worked, and the dates you worked there.
- **Use Bullet Points:** For each job, use bullet points to describe what you did. Use 5 bullet points for your current job and 3 for past jobs.

- **Strong Action Words:** Start each bullet point with a strong action word, like "led," "managed," or "created." This makes your resume sound more exciting.
- **Numbers and Impact:** Use numbers to show how much you accomplished. For example, "increased sales by 20%" or "managed a team of 6 people." Also, explain how your work made a difference. For example, instead of saying "posted on social media," say "posted on social media to reach more customers and increase sales."

Step 4: Show Your Education

Tell the reader about your schooling.

- **Highest Degree:** List your highest degree first, including the name of the school, your degree, and your major if you have a college degree.
- **Graduation Date:** If you're still in school, put your expected graduation date. If you've been working for less than 3 years, you can also include your GPA.

Step 5: Add Extra Information

You can add more sections to your resume if you want.

- **Skills:** If you didn't include skills in the top part of your resume, you can add them here. Look at job descriptions to see what skills they're looking for.

- **Other Information:** If you have any special skills or experience that's relevant to the job, you can add a section for that. For example, if you're a writer, you could include a list of your publications.

Bonus tip: Use key words

When you apply for a job online, a computer program called an "Applicant Tracking System" (ATS) might read your resume first. This program looks for certain words (keywords) that match the job description.

- **Find Keywords:** Read the job description carefully and look for words that describe the skills and experience they're looking for.
- **Use the Same Words:** Use those same words in your resume. For example, if the job description says, "advanced Spanish proficiency," use that phrase instead of "fluent in Spanish."

Remember: Your resume is a story about your work. Make it clear, easy to read, and exciting. There are many templates online that are easy to use. Good luck finding the perfect job!

DISCUSSION QUESTIONS

- 1 Think about a time you had to work with someone you didn't know very well. How did you build a good relationship with them? What challenges did you face? What did you learn about working with others?
- 2 What are examples of things you could do to show you are listening to someone during a job interview and on the job? Why is this important?
- 3 What are some things you could do to make a good first impression at a job interview? Why are these things important?
- 4 What are some ways you can learn more about the company in which you are applying for a job? How can this information help you in an interview?
- 5 Why do you think it is important to be honest and accurate when filling out an application or making a resume?
- 6 What are questions you could ask in an interview that may be helpful for you to know or that will show an interest in the company?
- 7 Imagine you are applying for a job at a local store. What would you include in your resume to show the manager you are a good fit?

PRACTICE, ROLE PLAY, OR JUST MORE TO CONSIDER

1 Form teams of two or three people and practice interviewing skills. Select a job and description. One person plays the role of interviewing for a job while the other person does the interviewing. The third person observes and offers input at the end (about body language, mannerisms, speech, and answers to questions).

Make sure these common questions are asked:

- "Tell me about yourself,"
- "What are your strengths and weaknesses?"
- "Why should we hire you?"

Switch roles when done and offer feedback to each other to help improve skills.

2 Practice the STAR method when describing your work experience by telling about a situation, the task you had to do, the actions you took, and the results of those actions.

3 Think about how a person who is confident or enthusiastic looks and acts. What qualities do they show? Practice the actions and give feedback to each other.

RESOURCES

- <https://ca.indeed.com/career-advice/resumes-cover-letters/how-to-write-a-resume>
- <https://ca.indeed.com/career-advice/resumes-cover-letters/resume-templates>

Module 7
Section 4

STARTING A NEW JOB

Employee Handbook
& Success Tips

IN THIS SECTION YOU WILL:

Learn the importance of knowing what is expected of you on the job.

Discover the benefits of talking with your supervisor.

Recognize the qualities that make a good employee.

Find ways to improve your work ethic and attitude.

STARTING A NEW JOB

Finding and keeping a job can be tough. It takes time and effort, but you can be successful and do your best at work by following some simple steps. These steps fall under two categories:

- 1) Knowing what is expected of you; and
- 2) Having a good communication with your boss or supervisor.

Let's look at these categories more closely.

KNOW THE EXPECTATIONS

- Review the Employee Handbook.
- Ask questions.
- Know your schedule.



Review the Employee Handbook

Employers have books for employees to read so they can learn about the organization. The books have information about things like when the organization is open, what to wear, how to be safe, how to use the company's computer programs, the rules for how to behave, how much money you will make, and the laws about working. When you start working, you will go to a meeting where they tell you a lot of

information in a short time. It is important for you to take time to read the book on your own so you understand everything. If you have questions, you can ask the people in charge of human resources or your boss.



Ask Questions

Sometimes new employees are scared to ask questions. We are worried that we will sound silly or that we won't know things. When you start a new job, there will be many things you don't know because you are new. It is okay to ask questions. If you don't ask questions, you might miss out on chances to be successful.

Know Your Schedule



One important thing that every employee needs to do, is to know and follow their work schedule. Some jobs have schedules that are the same every week, like working from Tuesday to Saturday, 9:00 to 5:00. Some jobs have schedules that change every other week, like working from Monday to Thursday one week and Tuesday to Saturday the next. And some jobs have schedules that change every week based on how many customers there are.

Another thing that is related to schedules is knowing when to start work, when to finish work, and when to take breaks. The book for employees might have this information, or you might need to ask your boss or the people in charge of human resources. You should learn this information and your schedule on your first day of work.

Here are some examples of employees who needed to know things from the employee book to keep their job and when it was okay to ask questions.

Hector started working at a factory and learned from the book during his first meeting that all employees had to wear special boots that protect their toes. Hector didn't have these boots, but the book said that employees could get money before they were paid to buy the boots. They would pay back the money for the boots from their first paycheck. Hector asked about this and was able to buy the boots and start working the next week.

Alli found out from the employee handbook that if she couldn't come to work on one of her waitress shifts, she had to find someone else to take her place. Her boss told her that a schedule for the next two weeks would be put up every week, and her shifts might be different each week. This meant she had to pay attention to her schedule and make sure she could cover her shifts. She should also make friends

with her co-workers so she could ask one of them to switch shifts if she needed to.

Rob read in the employee handbook that he could take three online safety classes in his first month of work to get a small raise in pay. He had to talk to his boss and schedule 15 minutes at the end of work on three days for these classes. At the end of each class, there would be a test to make sure he learned everything. He needs to ask his boss about scheduling these classes. He really wants to get a pay raise – who wouldn't?

TALK WITH YOUR SUPERVISOR

- Ask your boss or supervisor for advice or feedback.
- If you make a mistake, admit it.
- Resolve conflicts quickly.

Sometimes employees are scared of their boss, but the boss's job is to make sure the staff is ready and able to do their jobs well. Bosses want employees to succeed so that they can be seen as successful too. A boss's performance is based on how well all their employees do. Many times, bosses end up doing the work of most or all of the employees they supervise.

Tameka works in the produce department of a grocery store. She was in the back room moving some boxes of produce that had just arrived when she

she accidentally bumped into a pallet of eggs. Twelve dozen eggs fell to the floor and most of them broke. There was no one else in the back room with her, but she knew she should tell her boss about what happened. She was worried that this mistake might cost her job.

Tameka used the radio to call her boss, Tom, and she told him what had happened. He laughed and said that he had dropped a box of eggs when he first started working there five years ago. He filled out a report about the lost eggs, including all the details of the incident. He signed it and had Tameka sign it too. He said that it would be included in a monthly report about losses, and he appreciated Tameka being honest about what happened. He asked her to help clean up the mess and reminded her to always check her surroundings and use carts to move boxes so she can see where she's going.

Robin was starting her first day as a volunteer at a community bakery. They bake bread and buns for local food shelves and community meal sites. Robin had never worked in a bakery before, but the manager said they would train her. Her first job was to fill the flour bins. She found big bags of flour in the back room to fill the plastic bins in the kitchen. She put white flour in the white flour bin and whole wheat flour in the whole wheat bin. Then she came to the rye flour bin. She saw a bag labeled white rye and another labeled whole grain rye. Since she wasn't sure what to do, she asked

the manager for help. The manager was happy that she asked because the two types of flour are very different.

Sammy had a big table with 8 people during a busy lunchtime. Everything went wrong with this group. First, they sat at a table that was cleared but not cleaned. Then, three people ordered coffee just when the regular coffee needed to brew, so they had to wait. Now, all the orders came out and one of them was completely wrong, so the customer sent it back and got angry. Sammy checked her order on the computer after asking for a new meal for the customer. She had entered the right thing – the kitchen just sent the wrong meal. Last time this cook made a mistake, he caused a big problem when Sammy told him about it.

Today, Sammy went to the shift manager and quietly explained the problem. The shift manager went to the customer and said sorry for the mistake and offered to buy dessert for the whole table. The customers were happy, and Sammy was relieved to not have a fight with the cook.

Jamal has been working at the manufacturing plant for a year and he likes his job and everyone except Bob, who gets angry easily. Today, Bob yelled at Jamal for missing a rivet on a metal seam. Jamal yelled back and they ended up shouting at each other on the plant floor. The manager came to listen to the situation. Both Jamal and Bob got

warnings for their behavior. Bob was told that he should tell the manager about any quality problems in the future instead of confronting a co-worker. Jamal was told to control his temper.

We hope these simple key points and stories about other employee situations will help you think about how to do well in your new job.

Expect the best of others and expect them to receive the best from you.

Ability

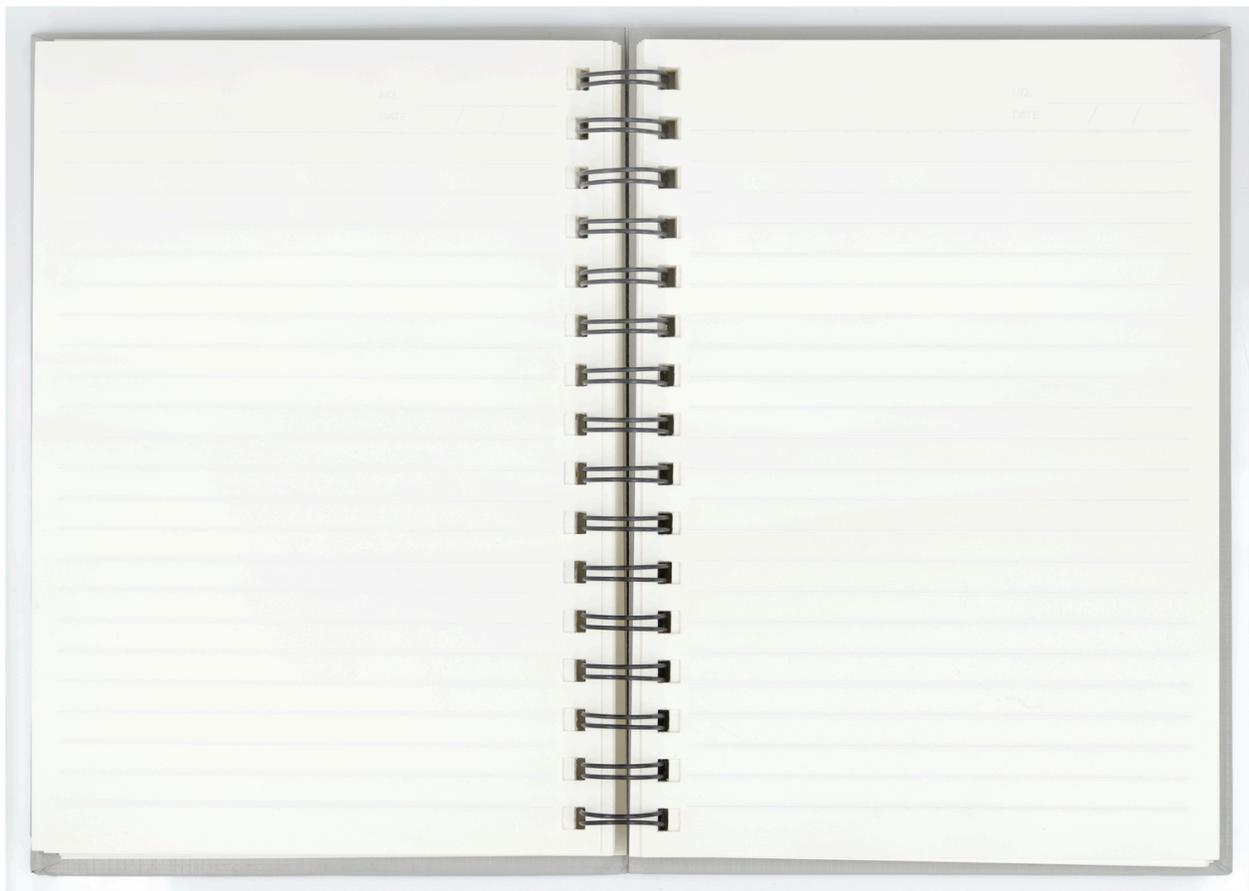
is what you're capable of doing.

Motivation

determines what you do.

Attitude

determines how well you do it.



DISCUSSION QUESTIONS

1

Imagine you are starting a new job. What questions would you have about the employee handbook? Why are these questions important to ask?

2

Reflect on a time when you made a mistake. How did you handle it? What did you learn from that experience?

3

Think about a time when you had to ask for help at work. How did you approach the situation? What was the outcome?

4

Reflect on a time when you had to follow a strict work schedule. How did you manage your time effectively? What strategies did you use?

Module 7
Section 5

BEING A GOOD EMPLOYEE

Qualities to help you grow in your
career and experience success.

IN THIS SECTION YOU WILL:

Discover the importance of being dependable and flexible.

Recognize that working hard and being willing to learn promotes success.

Understand that being positive and being a team player makes for a better work environment.

BEING A GOOD EMPLOYEE

Being a good employee is more than just knowing your job. It's about having good qualities that make you a great teammate and worker. Working on adding these qualities in your work life will increase your chances of success and open up opportunities for advancement.

What Makes a Great Employee?

1. You Can Count on Them!

- **Always on Time:** A good employee shows up for work and meetings on time. This shows they respect their job and want things to run smoothly.
- **Always Does Their Best:** They do their work well and finish it on time.
- **Dedicated to the Job:** They really care about their job and want the company to do well.

Why it's important: When you can trust someone to do their job, it makes everyone's work easier and more fun. It also helps them get more chances to learn and grow.



2. They Can Go With the Flow!

- **Open to New Ideas:** They are willing to try new things and learn new ways of doing things.
- **Can Do Many Things:** They can do different tasks and help out in different areas.
- **Good at Solving Problems:** They can figure out how to fix problems quickly and easily.

Why it's important: The world is always changing, so being able to adapt is really important. It helps you stand out and become a leader.

3. They Work Hard!

- **Always Putting in Effort:** They work hard and do their best on every task.
- **Takes Responsibility:** They own up to their work and make sure it gets done.
- **Always Thinking Ahead:** They think about what needs to be done and start working on it without being told.

Why it's important: Working hard is the key to success! It shows you're dedicated and helps you become a go-to person for important projects. There is a saying, "If you have time to lean, you

have time to clean." This means that there is always something to do even during slow times on the job.

4. They Communicate Well!

- Clear and Easy to Understand: They explain things clearly, so everyone knows what's going on.
- Good Listener: They listen carefully to what others have to say and try to understand their point of view.
- Friendly and Gets Along with Others: They make friends with their coworkers and clients.

Why it's important: Being able to talk to others clearly helps teams work together and get things done. It also helps you become a leader.

5. They're a Team Player!

- Works Well with Others: They like to work with others and help them succeed.
- Helps Out Their Friends: They are willing to help their coworkers when they need it.
- Understands How Others Feel: They try to understand how others are feeling and be kind.



Why it's important: Being a good team player makes work more fun and helps everyone get along. It also makes you a great choice for important projects.



6. They Love to Learn!**

- Curious and Wants to Know More: They are always asking questions and learning new things.
- Always Getting Better: They want to improve their skills and learn new things.
- Open to Feedback: They are willing to listen to advice and use it to grow.

Why it's important: Learning new things keeps you up-to-date and helps you get better at your job. It also helps you get promoted and take on bigger challenges.

7. They're Honest and Do the Right Thing!

- Follows Rules and Does What's Right: They always do the right thing, even when it's hard.
- Always Tells the Truth: They are honest and open in their

DISCUSSION QUESTIONS

1

What are some things you can do to be a more reliable person?
How can you show you are dedicated to your work?

2

How can you show that you have a strong work ethic? What are some ways to take responsibility for your work ?

3

How can you be more positive and optimistic? What are some things you can do to help yourself and others stay motivated?

4

Think about a time you had to adapt to a new situation. What did you do? How did it make you feel?

5

How can you be a better communicator? Think about how you can listen to others and explain things clearly.

6

Think about a time you were a good teammate. What did you do to help your team? How did it make you feel?

Christ Centered Corner

Extra encouragement with a Christian perspective.

Being a good employee means working hard and doing your best. Colossians 3:23-24: "Whatever you do, work heartily, as for the Lord and not for men, knowing that from the Lord you will receive the inheritance as your reward. You are serving the Lord Christ."

When we work, we should do it with all our heart and not just to please people. We know that God will reward us for our hard work because we are serving Jesus. God gave us the responsibility to take care of His creation. This means we have to take care of the world around us and also do the tasks we are given every day.

It's important for us to be honest and do the right thing when we work. God doesn't like it when people cheat or lie. We need to always be fair and do what is right. The Bible teaches us that we should work hard and not be lazy. When we work hard, we can be successful and have a good life. Proverbs 12:24: "The hand of the diligent will rule, while the slothful will be put to forced labor."

Being a good worker means helping others and treating them with kindness and respect. Just like Jesus came to serve others, we also serve and help the people we work with. Taking time to rest is important. God wants us to take a break from our work and spend time with Him. If we work too much, it can make us sick and tired. So, we need to find a balance between work and rest.

We know that we will have to answer to God for what we do. This makes us want to work hard and do well, because we know that God will reward us in the end. A good work ethic means working hard, being honest, helping others, taking care of things, and finding a balance in life. And we do all of this because we want to honor God and show others how great He is - because He loves us.

MODULE PRESENTERS & CONTENT PROVIDERS



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