

NEW MEXICO 4-H

Aggie Next Step

Preparing for the Job Hunt



Post Secondary Pathways



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Preparing for the Job Hunt

INTRODUCTION

This lesson introduces students to the basics of searching for a job. Students will explore job search tools, fill out applications, research a career, and review job search tips, giving them confidence to start the job search process.

SET UP

Review lesson materials and determine which worksheets and handouts you will use for the lesson. Print enough pre/post assessments, worksheets, and handouts for each participant.

ACTIVITY

1. Have participants complete the *Pre-assessment*.
2. Begin a group discussion using the questions below:
Q: How do you kick off your job hunt?
Q: Where can you look for jobs online? Offline?
Q: What factors are important to consider when reviewing job listings?
3. Distribute *Job Search Tips* and review each section.
4. Distribute *Job Application Checklist* and explain that completing a job application requires certain basic information and having it prepared ahead of time makes the process easier.
5. Continue the discussion with these questions:
Q: Why is it important to fully read and understand job listings and applications?
Q: What should you do before starting a job application? What information should you have available?
Q: What makes someone a good reference for a job application?

Supplies

- Worksheets
- Handouts
- Pens/Pencils

OUTCOMES

Students will be able to:

- **Describe** the first steps in preparing for a job search
- **Identify** key information needed to complete a job application
- **Determine** where to find job listings
- **Recognize** what makes someone a strong job reference
- **Research** a career of interest and summarize key information



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6. Pass out a sample *Job Application* and give participants time to review or complete.
Note: They should not include any personally identifiable information for this assignment.
7. Distribute *Career Scavenger Hunt* and read the directions together.
8. If time allows, have participants complete the scavenger hunt using their chosen career field. Remind them that websites must be cited.
9. *Exit Ticket* – depending on time, this can be done as a class discussion, or students can complete the worksheet in class, as homework, or the following class.
- 10. Have participants complete *Post-assessment*.**

WRAP UP

By gathering the right information and staying organized, applying for jobs becomes simpler and less stressful. Practicing these skills now will make your first job applications smoother and more confident.





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RESOURCES

NM Standards:

NM PED Standards: Career and Technical Education (CTE):

CTE 1.1.1: Complete required training, education, and certification to prepare for employment in a particular career field

CTE 4.1.3: Operate internet applications to perform workplace tasks

CTE 9.1.3: Demonstrate skills related to seeking and applying for employment to find and obtain a desired job

Common Career Technical Core (CCTC) Standards: Career Ready Practices (CRP):

CRP-7. Employ valid and reliable research strategies

CRP-10. Plan education and career path aligned to personal goals

Optional ELA Alignment (Grades 6-12):

W7: Conduct short research projects

SL1: Participate in a range of conversations

Video Resources:

Conducting an Online Job Search

<https://youtu.be/afKwiLCUtEQ?si=ZZpgc4cLVUeAHGx2>

How to Fill Out a Job Application

<https://youtu.be/K-yNVldIE7A?si=IR6V66X0wt3aLetT>

The Ultimate Indeed Job Search Guide: Find The Perfect Job For You

https://youtu.be/Rci_2aP2L1E?si=ET6pwQKcLbF0reEI