

# GOOD YEAR BOOKS

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READING

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FOR

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SURVIVAL

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IN TODAY'S SOCIETY

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ELSA WOODS &  
BEVERLY LANCASTER

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**BOOK 1**

ILLUSTRATED BY DOUGLAS KLAUBA

 GOOD YEAR BOOKS

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# Finding and Landing a Job

## *Focusing*

After completing this module, you should be able to:

- ▶ prepare a job application
- ▶ complete an interview for a position
- ▶ secure a Social Security card
- ▶ determine how to get to and from work
- ▶ recognize key vocabulary words connected with this module and comprehend materials using these terms
- ▶ effectively read and complete forms related to finding a job

## Surveying the Field

**W**e often hear the phrase “unemployment rate” on the news. The unemployment rate is the percentage of people wanting to work who do not have a job. The unemployment rate usually runs about 3 to 4 percent. When the economy is tight, the unemployment rate goes up.

When the rate is up, it is especially difficult for teenagers to find jobs. There are too many adults available who want to work full time. You must work even harder to make a good impression and convince a prospective employer that you are the best person for a position. What kind of salesperson are you?

Research a career or job of your choice to determine the number of people in that job, the number of job openings, and the market outlook for that job.

# Knowing the Terms

**Y**ou will need to know the meaning of the following words as you work through this module.

**Employment** the state of working; being employed

**Unemployment** not working or having a job

**Employer** the person who hires you or employs you for a job

**Employee** the person working

**Applicant** the person who applies, or asks, for a job

**Application** the form a person completes giving information about himself or herself in order to get a job

**Interview** the meeting between a person who wants a job and a person looking for someone to hire

**Reward** prize, gift, or pleasure found in or from a job

**Criteria** standards used to measure ability and skills

**Environment** conditions in which one works, surroundings

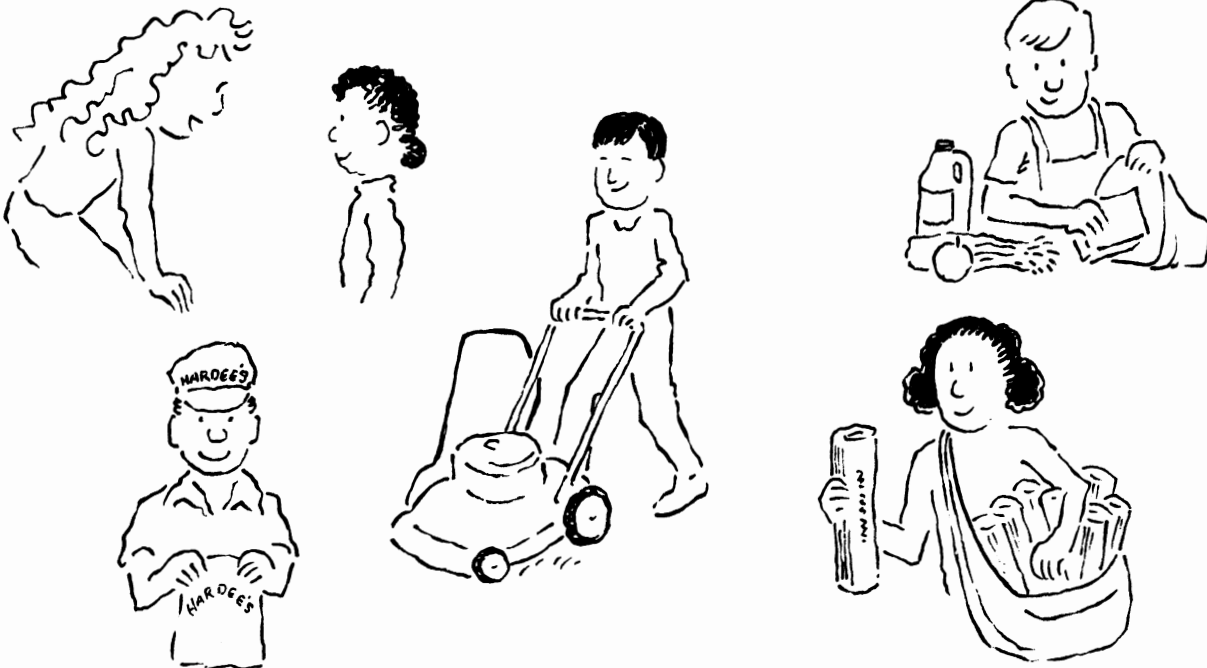
**Benefits** side effects of working a particular job

**Dependents** those who rely on you for support

**Reference** a statement of a person's ability, skills, or character

## Setting the Stage

**B**efore actively looking for and trying to land a job, you need to spend some time thinking about your special skills, talents, and interests. Finding and landing a job involves more than just going after the job that pays the most money. Getting a job is one thing. Keeping it may be even more difficult. Keeping a job will depend on how well suited you are for the job and how happy you are in it. Remember: Time devoted to a job may involve several hours of your life each day; you need to make sure it is something you enjoy and something you feel is worthwhile.



To determine what kind of a job would be best for you, keep the following questions in mind:

- ▶ What special talents do I have?
- ▶ What things do I do well? (What things do people compliment me on?)
- ▶ What do I like to do with people?
- ▶ What do I like to do with things?
- ▶ What do I like to do with information or data that I've learned?
- ▶ What setting(s) do I like to work best in?
- ▶ What do I want to learn from a job?
- ▶ What kind of rewards am I looking for? (salary, promotions, authority, recognition, experiences for future career opportunities, and so on)

## Understanding the Process

### Self-Discovery

#### *Complete these important steps to success:*

1. Think about your talents, abilities, and interests.
2. Brainstorm a list of those skills.
3. Develop a self-preview chart.
4. Analyze your answers as they relate to possible jobs. Use the information as you search for the right job for you!

Following is an example of what a teenager named John came up with as he thought about himself. The information is based on his own talents, abilities, and interests. Notice that he seems to enjoy working on cars, motorcycles, and lawnmowers and loves to be around people as well. After you review John's information, brainstorm your list and complete the chart based on your interests, skills, and talents.

## JOHN'S BRAINSTORMING LIST

can fix motorcycles	love jigsaw puzzles	like to work with tools and stuff
can fix some cars	like teaching people how to ride	hate paper and pencil work
can fix lawnmowers	love to be around the guys	hate inside, unless it's a garage or workshop
can fix about anything that's broken	love to hang out at Sportsycle	
great motorcycle rider	love the outdoors and camping	
like to get things to work for people		

## JOHN'S SELF-PREVIEW CHART

<u>My Special Talents</u>	<u>What I Do Well (Compliments)</u>	<u>I Like to Do-with People</u>	<u>I Like to Do-with Things</u>	<u>I like to Do-with Info/data</u>	<u>Settings I Like</u>	<u>I Hope to Learn</u>	<u>Rewards I Like</u>
fix motorcycles	fix motors	talk	use tools	use charts	outside	engines	making things work
fix cars	make people feel happy	teach how to ride	fix engines		workshop		people getting excited about what I've fixed
fix lawnmowers	work puzzles	joke	use my hands		garage		seeing people happy
good personality					motorcycle shops		money
know a lot about motorcycles							being able to ride the bikes

## MY BRAINSTORMING LIST

## MY SELF-PREVIEW CHART

<u>My Special Talents</u>	<u>What I Do Well (Compliments)</u>	<u>I Like to Do-with People</u>	<u>I Like to Do-with Things</u>	<u>I Like to Do-with Info/data</u>	<u>Settings I Like</u>	<u>I Hope to Learn</u>	<u>Rewards I Like</u>
---------------------------	-------------------------------------	---------------------------------	---------------------------------	------------------------------------	------------------------	------------------------	-----------------------

Now it's time to analyze your chart. Here's what John came up with. See what you can find out about yourself.

## JOHN'S ANALYSIS

Prioritize those items that are most important to you in each column on your Self-Preview Chart. Rank only the top three items in each column, using the number 1 to indicate the most important.

## JOHN'S SELF PREVIEW CHART

My Special Talents	What I Do Well (Compliments)	I Like to Do with People	I Like to Do with Things	I like to Do with Info/data	Settings I Like	I Hope to Learn	Rewards I Like
#2 fix motorcycles fix cars fix lawnmowers	② fix motors ① make people feel happy ③ work puzzles	① talk ② teach how to ride ③ joke	② use tools ③ fix engines ① use my hands	use charts	① outside ③ workshop garage ② motorcycle shops	engines	① making things work ② people getting excited about what I've fixed seeing people happy money ③ being able to ride the bikes
#1 good personality							
#3 know a lot about motorcycles							

Decide which column is most important to you.

Name of the column: My Special Talents

Reasons for its appeal: These are the things I know I can do and I enjoy doing them. I feel good about myself when I'm doing these things.

List three possible jobs that might fit those criteria.

Job 1 repairing motorcycles

Job 2 teaching motorcycle riding

Job 3 selling motorcycles

Circle the most important (number 1) item in each column. List the criteria you circled.

- |                                  |                      |
|----------------------------------|----------------------|
| 1. <u>good personality</u>       | 5. <u>use charts</u> |
| 2. <u>make people feel happy</u> | 6. <u>outside</u>    |
| 3. <u>talk</u>                   | 7. <u>engines</u>    |
| 4. <u>use my hands</u>           | make things work     |

List three possible jobs areas that might fit these criteria.

Job 1 selling motorcycles

Job 2 repairing motorcycles

Job 3 teaching classes to kids my age a. how to ride  
b. bike repair/upkeep

Use the information as a guide as you search for possible jobs.

### MY RESULTS

I am interested in the following jobs:

Working in a motorcycle shop (maybe sportscycle??)  
I could do one or more of the following jobs:  
(1) selling or helping sell bikes (3) trying out/breaking in new bikes  
(2) repairing bikes/assisting with repairs (4) teaching classes

## MY ANALYSIS

Prioritize those items that are most important to you in each column on your Self-Preview Chart. Rank only the top three items in each column, using the number 1 to indicate the most important.

Decide which column is most important to you.

Name of the column: \_\_\_\_\_

Reasons for its appeal: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List three possible jobs that might fit those criteria.

Job 1 \_\_\_\_\_

Job 2 \_\_\_\_\_

Job 3 \_\_\_\_\_

Circle the most important (number 1) item in each column. List the criteria you circled.

1. \_\_\_\_\_ 5. \_\_\_\_\_

2. \_\_\_\_\_ 6. \_\_\_\_\_

3. \_\_\_\_\_ 7. \_\_\_\_\_

4. \_\_\_\_\_ 8. \_\_\_\_\_

List three possible jobs areas that might fit these criteria.

Job 1 \_\_\_\_\_

Job 2 \_\_\_\_\_

Job 3 \_\_\_\_\_

Use the information as a guide as you search for possible jobs.

## MY RESULTS

I am interested in the following jobs:

# Activity 2

## Routes to Getting That Job

Just as there are various plays that may be used to make a touchdown and numerous paths to get to a particular location, there are various ways to go about getting a job. After determining the type of job you would like to have, you may choose to call those businesses, industries, restaurants, etc., and ask them if they need any help. If the answer is no, you can still ask to have an application mailed to you for future openings. Other ways may be more appropriate and effective. Study the graphic organizer below and use the information in it to answer the questions that follow.

**J O B**

a. Which of the methods above appeals to you most? Why?

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b. What is another possible way to go about getting a job?

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c. Interview three people you know to find out how they learned about their current jobs.