

John Hart is a pretty average guy. He graduated from high school in May. All summer his friends were talking about where they're going to college or jobs they're starting, but when they ask about his plans, he just says, "I don't know yet. I don't know what I want to do."

In this eleven-part activity unit, your students will follow John's career adventure from a junior college in northern Illinois to the wind farms of the Texas panhandle. They'll take part in his successes and failures and learn some valuable lessons that will help them make their career adventure a success.

John Hart's Career Adventure contains activities that let your students do so much more than just read and answer questions. They'll use their math skills, thinking skills and writing skills while they learn valuable career skills.

Each part includes one to four reproducible student pages and a teacher's key with answers, suggestions and step-by-step math solutions where appropriate.

Listed below and on the following page are brief descriptions of each part.

Activity Descriptions

Part 1: Career Options and a Part-Time Job

Students will explain the positive and negative aspects of seven career options that John must choose from after high school. They will explain the career skills that John will gain from five different part-time jobs he is considering and rank the jobs. They will write answers to four interview questions John is asked when he applies for a part-time job at Zephyr Industries. They will explain how John should handle three difficult on-the-job situations that John encounters at Zephyr Industries.

Part 2: Career Counseling at the Junior College and Job Shadowing

Like John, your students will take a 25 question survey about themselves and the environment they would like to work in. They will then describe their dream job. They will make a list of questions they believe John should ask while job shadowing two employees who work at Zephyr Industries.

Part 3: John's Internship, Financial Decisions and Beginning His Job Search

John's internship has started badly and your students will explain what they believe John should do to correct the situation. They will explain what is good and/or bad about five possible solutions to his financial problems. Using a map of current wind power capacities, they'll decide where they think John should begin looking for jobs in the wind technology industry. They'll make a list of factors other than location that John needs to take into consideration when he begins his job search.

Part 4: Job Resources, a Resume and a Cover Letter

Students will explain how John's relationship with his internship supervisor can affect his job search. They will explain how each of six sources of available job openings can help John in his job search. They will explain why John should choose a chronological or functional resume style. They will write descriptive statements that convey John's skills, responsibilities and achievements from three different part-time jobs he has held through high school and college. They will write a cover letter to accompany the resume he is sending to Vestra, Inc.

Part 5: Preparing for a Job Interview, Interview Questions and a Follow-Up Letter

Students will answer questions about how to prepare for a job interview. They will write out answers to nine interview questions. They will answer questions about how to conduct oneself during a job interview. They will write a follow-up letter to the interviewer from Vestra, Inc.

Part 6: Two Job Offers

Students will use the information about two job offers John has received and information on the cities in which he will be working to explain the advantages and disadvantages of each job offer. They will decide which job they think he should accept and explain why.

Part 7: First Day on the Job

Students will make a list of things John should do to make sure his meeting with the Vestra human resources director goes smoothly and he gets off on the right foot. They will explain what John should do when he is late for his meeting the first day. They will decide which of 15 reasons for being late to work are acceptable and which are unacceptable. They will explain what John should do to create a positive relationship after being late on the first day.

Part 8: How John Proves His Worth

Students will read fourteen statements about how John can prove his worth as an employee. They will decide which techniques are good and bad and explain why.

Part 9: First Paychecks

Students will calculate the following information from John's first two paychecks:

- Biweekly Gross Pay
- Overtime Wage Rates
- Withholding Taxes
- Total Withholding
- Biweekly Net Pay

They will also answer accompanying questions related to his paychecks.

Part 10: Dealing with Co-worker Conflicts

Students will be confronted with three on-the-job conflicts between John and his co-worker Duran Perez. They will decide who John should talk with regarding each of the situations and what John should do to resolve them. They will give their opinion on whether John should stay on the job or look for a new position.

Part 11: A Serious Decision

Students must help John decide whether to stay at Vestra or accept job offers from Zephyr Industries and Pacific Coast Construction. They will calculate John's biweekly net pay for his current job after receiving a raise and his net pay for the two new job offers. Using information provided about the job offers and the towns in which he would be living, they will explain what is good and bad about John's current job and the new job offers. They will explain whether they think John should keep his current job or accept one of the others.

John Hart is a pretty average guy. He graduated from high school in May with a B average, he'd played some basketball and enjoyed just hanging out with his friends. He was even talked into being in a school play his senior year, but was a pretty lousy actor (no future career there).

For the past two years, he's worked summers and some weekends for Superior Construction which is owned by one of his dad's friends. Although the hours can be long and the work backbreaking, John liked the work—especially the idea of actually building something. Unfortunately, the recession hit the construction industry hard and by the first of August John was out of a job.



All summer his friends were talking about where they're going to college or jobs they're starting, but when they ask about his plans, he just says, "I don't know yet. I don't know what I want to do."

1. Listed below are some options for John. Read each one and explain what you think are the positive and negative aspects of each.

1. Go to work full-time until he decides what he wants to do: _____

2. Enter an apprenticeship program to train for a career: _____

3. Go to the local community college and live at home: _____

4. Go to a technical school for two years: _____

5. Go to the state university: _____

6. Go to a private college: _____

7. Join one of the military services for four years: _____

Sample Only

Name: _____

Period: _____

The placement service at the community college invited three companies for a day of interviews with students in the school's wind technology program. John set up interviews with all three including Zephyr Industries where he had been working part-time and where he was doing his internship and Vestra, Inc. that he had contacted earlier with a resume and cover letter.



John felt he had done well in his interviews and that seems to have been the case. Both Zephyr and Vestra called him for a second interview and then offered him a job.

Zephyr Industries: Headquarters: Sterling, Illinois
Employees: 37
Job Offer: \$17.00 an hour plus company fringe benefits

John was not surprised when Zephyr offered him a job, but he was shocked to find out that it was Tony Deseno, his internship manager, who had recommended him. Tony and John had gotten off to a really bad start and from John's point of view things were now civil, but certainly not friendly.

Tony is being sent to Des Moines, Iowa to open a new maintenance center to service three wind farms the company has built in western Iowa. The center will have a staff of five including John if he accepts the job.

1. Using the information on page 2, explain the advantages and disadvantages of the job offer from Zephyr Industries.

Sample Only

Vestra, Inc: Headquarters: Dallas, Texas
Employees: 6,349 in 14 countries
Job Offer: \$18.75 an hour plus company fringe benefits

John flew to Dallas and met with the human resources director who offered him a job in Denver City, Texas where the company was building a 2,000 turbine wind farm. He would be stationed in Denver City for three years. If all went well, he would be offered advancement within the company including paid educational opportunities.

2. Using the information on page 2, explain the advantages and disadvantages of the job offer from Vestra, Inc.

Name:

Period:

1. Two weeks after starting work, John got his first biweekly paycheck. Use the directions below to complete John's paycheck stub on the right. Round all answers to the nearest cent.

A) Biweekly Gross Pay:

John worked 40 hours a week and is paid \$18.75 an hour. Multiply his total hours for the two weeks by his hourly pay rate.

B) Withholding:

Multiply his biweekly gross pay by each of the withholding percentages and round to the nearest cent. Note that Texas has no personal state income tax.

Add the total including the \$100 deduction for health insurance.

C) Biweekly Net Pay:

Subtract his total withholding from his biweekly gross pay.

2. What percentage of his biweekly gross pay is withheld for taxes and health insurance? Round your answer to the nearest 1/10%.

_____ %

3. Assuming John worked 40 hours a week without any overtime and received 26 biweekly paychecks for the year, what would be his gross income for the year?

\$ _____

During John's second biweekly pay period, he worked two back-to-back shifts that totaled 18 hours of overtime for which he is paid time and a half.

4. What is John's overtime hourly rate? Round your answer to the nearest cent.

\$ _____

5. Complete John's second biweekly paycheck.

6. What was John's total net pay (take-home pay) for the two pay periods?

\$ _____

Assuming that this work cycle continued, what would John's gross income be for a year (13 pay periods).

\$ _____



Biweekly Gross Pay	\$ _____
Regular Hours:	_____
Pay Rate: \$18.75	
Overtime Hours:	0.0
Withholding:	
Fed Income Tax (10.8%)	\$ _____
State Income Tax (0.0%)	\$ 0.00
Social Security (6.20%)	\$ _____
Medicare (1.45%)	\$ _____
Health Insurance	\$ 100.00
Total	\$ _____
Biweekly Gross Pay	\$ _____
Minus Total Withholding -	\$ _____
Biweekly Net Pay	\$ _____

Biweekly Gross Pay	\$ _____
Regular Hours:	_____
Pay Rate: \$18.75	
Overtime Hours:	_____
Withholding:	
Fed Income Tax (14.2%)	\$ _____
State Income Tax (0.0%)	\$ 0.00
Social Security (6.20%)	\$ _____
Medicare (1.45%)	\$ _____
Health Insurance	\$ 100.00
Total	\$ _____
Biweekly Gross Pay	\$ _____
Minus Total Withholding -	\$ _____
Biweekly Net Pay	\$ _____

Name: _____

Period: _____

ABOUT THIS ACTIVITY UNIT

This unit of study is designed to help your students determine what jobs will best fit their personalities, skills, talents, philosophies, and goals.

Each activity is self-contained so you may use them all or choose only those that best fit your lesson plans, time schedule, and students' abilities.

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Here's What I'm Good At.....	4	x	x	x		x
My Personal Philosophy Is...	5	x	x	x		x
My Career Goals Are	x	x	x		x
The People I Want To	6					
Work With.....	x	x	x		x
The Things I Like To	7					
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How you want to work may have a lot to do with the kind of work you choose to do.

On the left part of the chart, list the working conditions that would make you happiest and most productive.

For example: (1) I want to work on a fixed schedule. (2) I want to work indoors. (3) I want my own office.

Next, rank your working conditions from most important (1) to least important (15).

Then on the right side of the chart list several jobs that you believe would fit your desired working conditions and rank these based on your interest in the jobs.



Working Conditions		Jobs	
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____

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Name: _____ Class: _____ Period: _____

Read each job description and decide if it fits you or not. Then rank the fifteen jobs from 1-15 with 1 being the job you would be most interested in.

Yes	No		
___	___	1. As an advertising copywriter for Media Hype, Inc., you'll be asked to write catchy phrases, slogans, and jingles that sell products.	___
___	___	2. As a trainer for the U. S. Customs Service, you'll teach dogs to search for narcotics.	___
___	___	3. As an architect for Johnson, Rhineholt, and Smith, you'll be designing commercial buildings such as offices and shopping malls.	___
___	___	4. As an aerospace engineer for The Boeing Corporation, you'll be designing and testing commercial aircraft.	___
___	___	5. As an actuary for American Family Life Insurance, you'll use statistics to calculate the risk of insuring certain individuals.	___
___	___	6. As an emergency medical technician for Community General Hospital, you'll be first on the scene at auto accidents, shootings, heart attacks, etc.	___
___	___	7. As an air-conditioning mechanic for Mott and Sons, you'll be installing and repairing central air conditioning units in commercial buildings and homes.	___
___	___	8. As a lawyer at Swartley, Peterson, and Wainwright, you'll be defending clients in criminal cases.	___
___	___	9. As a telecommunications specialist for the Southland Corporation, you'll be purchasing all their telephone and data-communications equipment.	___
___	___	10. As a training specialist for K L International, you'll be giving conflict-resolution training to company employees.	___
___	___	11. As a proofreader for Little, Brown, and Company, you'll be reading final copies of books for typos and grammatical errors before going to press.	___
___	___	12. As a pharmacist at Wal-Mart, you'll fill prescriptions and answer customers' questions about proper drug use.	___
___	___	13. As a geologist for Shell Oil, you'll be sent into remote areas to make tests for possible oil reserves.	___
___	___	14. As a secretary for Smart Temps, you'll be hired for short term secretarial work at a variety of offices.	___
___	___	15. As city manager for Centerville, you'll be in charge of administering the town's day-to-day operations.	___

Name: _____ Class: _____ Period: _____

ABOUT THIS ACTIVITY UNIT

This unit of study is designed to give your students a better understanding of the many opportunities available in today's and tomorrow's job market and the skills needed for those jobs.

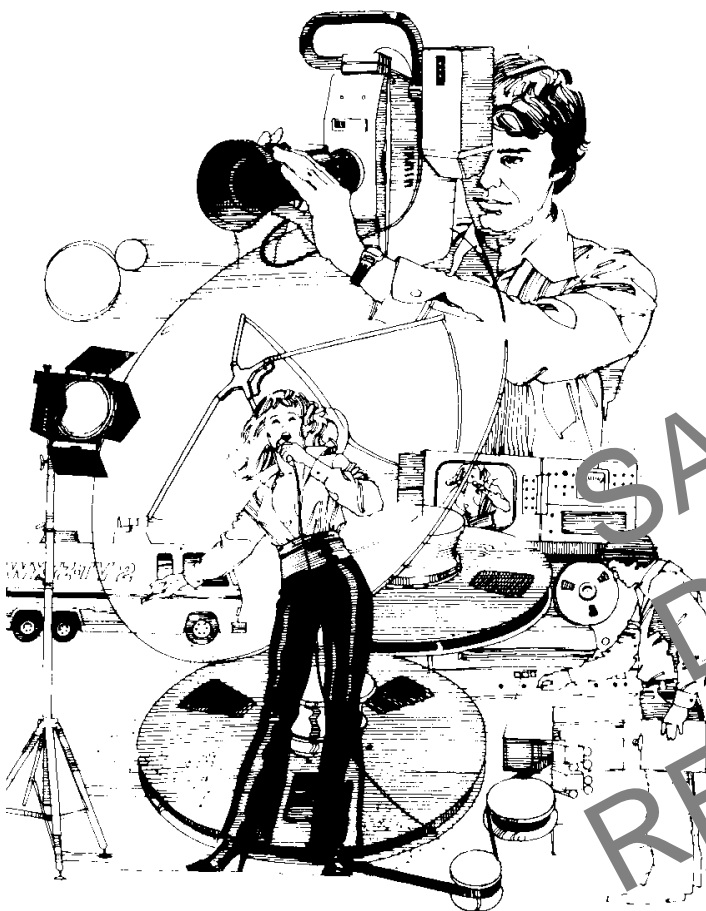
Each activity is self-contained so you may use them all or choose only those that best fit your lesson plans, time schedule, and students' abilities.

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		Job Skills Reasoning	Reading	Math	Writing	Research
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Luigi's	3	X	X			X
Ward, Engel, and Crenshaw	4	X	X			X
Media Tech, Inc.....	5	X	X			X
Com. General Hospital	6	X	X			X
School Days	7	X	X			X
Whiteside County Airport	8	X	X			X
The Carlton Hotel.....	9	X	X			X
Generation X.....	10	X	X			X
Glafka's Tire City.....	11	X	X			X
Conklen Construction.....		X	X			X
The Job Market:	12					
Fastest Growing Occupations ..	13	X	X	X		X
Largest Job Declines.....	14	X	X	X		X
What's Hot - What's Not	15	X	X			X
Metropolitan Areas	16	X	X	X		X
Job Migration.....		X	X	X		X
	17-20					
The Think Tank.....	21	X	X	X	X	X
Dream Job		X		X		X
Best Jobs In 2000 Plus:	22-23					
Bus/Financial Services	24	X	X	X	X	X
Ed/Gov/Social Services	25-26	X	X	X	X	X
Engineering/Comp. Science.	27-29	X	X	X	X	X
Health Care.....	30	X	X	X	X	X
Hospitality Industry	31	X	X	X	X	X
Management/Office Personel	32		X	X	X	X
x	33					
Manufacturing/Construction	34	X	X	X	X	X
Media and The Arts	35	X	X	X	X	X
Sales/Personal Services		X	X	X	X	X
Science	36-45	X	X	X	X	X
	36					
Job Trivia	37	X	X			X
Game Board and Instructions	38-45					
Number Cards.....						

Finding an interesting career is many times a matter of learning what types of jobs exist. One way is to consider the different jobs available in a particular business or industry.

Read the following description of WXYZ-TV and then list 20 different types of jobs you think would be available within the TV station.



1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____
13. _____
14. _____
15. _____
16. _____
17. _____
18. _____
19. _____
20. _____

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WXYZ is a local affiliate of NBC located in a city with a population of 125,000.

The station broadcasts all NBC programming and also produces the local news, weather, and sports each day.

It also produces and broadcasts special programs of local interest to the city and the surrounding region.

Name: _____

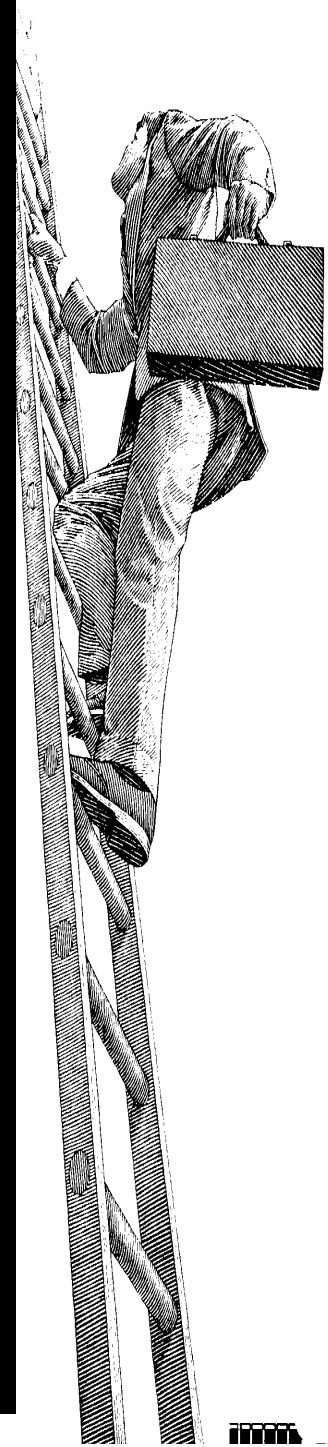
Class: _____

Period: _____

The chart below includes both careers that are expected to grow and decline between now and 2005. See if you know which is which by checking the proper column for what's hot and what's not.

Career	It's Hot	
Home Health Care	_____	_____
Paralegals.....	_____	_____
Banktellers	_____	_____
Typists and Word Processors	_____	_____
Typesetters	_____	_____
Special Education Teachers.....	_____	_____
Detectives	_____	_____
Securities Sales.....	_____	_____
Letterpress Operators	_____	_____
Railroad Workers	_____	_____
Systems Analysts	_____	_____
Factory Line Workers	_____	_____
Dental Hygienists	_____	_____
Telephone Directory Assistance Operators	_____	_____
Miners.....	_____	_____
Bill and Account Collectors	_____	_____
Teacher Aides	_____	_____
Physical Therapists	_____	_____
Housekeepers	_____	_____
Correction Officers.....	_____	_____
Motion Picture Projectionists.....	_____	_____
Laborers.....	_____	_____
Child Care Workers	_____	_____
Computer Engineers.....	_____	_____
Nurses.....	_____	_____
Data Entry Clerks	_____	_____
Butlers	_____	_____
Shoe and Leather Workers.....	_____	_____
Education Administrators	_____	_____

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<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>
	Job Skills	Reading	Math	Writing	Design Reasoning	
Group 1: High School to Career						
Do the Math.....	x	x	x		x	1
On the Job Training	x	x			x	2
Gary Marshall	x	x		x	x	3-4
Help Wanted	x	x			x	5
Karen Schultz	x	x		x	x	6-7
Job Shadowing.....	x	x		x	x	8
Practicums and Internships.....	x	x		x	x	9
What Do You think?	x	x		x	x	10
Apprenticeships	x	x		x	x	11-13
Kevin Chan	x	x		x	x	14
Group 2: Certificates and Degrees						
TCs and Associate Degrees	x	x			x	15
Francesca Martinez.....	x	x		x	x	16
Denzel Jantzen	x	x		x	x	17
Registered Nurse.....	x	x		x	x	18-19
Bachelor’s Degree	x	x		x	x	20
Kathleen Green	x	x		x	x	21
Roberto Gonzalo	x	x		x	x	22
Anna Hussong.....	x	x		x	x	23
Arthur Graff.....	x	x		x	x	24
What Do You Think.....	x	x		x	x	25
Advanced Degrees.....	x	x		x	x	26
Group 3: Lights, Camera, Action						
All About You.....	x	x		x	x	27-31

Kevin Chan

Kevin Chan isn't sure what he wants to do when he graduates from high school in June. He's thought about going to college though money is very limited and he's not sure what he'd major in.

He's also thought about going to work and just getting on with his life, but he's not sure what type of job he would like. In some ways he hates to see high school end because of the decisions he has to make.

Thinking about his high school classes, he really liked art and shop classes the best. He loves to draw and paint though he has no great talent. He also enjoys woodworking.

He tried acting in a school play once, but was terrible and scared to death. What he did enjoy was helping to design and build the sets for the plays.

Kevin believes an apprenticeship may be the correct career path for him.

1. Listed below are 10 apprenticeship occupations officially recognized by the U. S. Department of Labor, Bureau of Apprenticeship and Training, with estimated terms in years.

Rank the careers from 1-10 based on how you think they would fit his skills, interests, and personality. Explain why you think he would or would not fit each job.

___ Architectural Drafter (4) _____

___ Cabinet Maker (4) _____

___ Carpenter (4) _____

___ Floral Designer (4) _____

___ Illustrator (4) _____

___ Industrial Designer (4) _____

___ Interior Designer (2) _____

___ Retail Display Designer (4) _____

___ Stage Technician (3) _____

___ Stained Glass Artist (4) _____

Francesca Martinez (Fran to her friends) loves being around animals and people. She's always happiest when she's doing something with others rather than by herself. She has had pets as long as she can remember and has driven her parents crazy bringing home strays that she finds.

Her favorite subjects in high school are her science classes in which she's always gotten excellent grades. She seems to struggle with english, math, and the social sciences, but her parents constantly tell her she'd do fine if she just put her mind to it. But her mind is usually on school social activities, horseback riding, and the part-time job she has at a local senior center.



She knows she needs more than a high school diploma to get a good paying job that she'll enjoy, but she doesn't like the thought of years of math, english, and history classes that she just has no interest in. She wants to train for the job she wants to do and get to work as quickly as possible.

Fran believes a technical certificate or associate degree may be the correct career path for her.

1. Place a Y(es) or N(o) in front of each occupation based on whether you think it would fit her skills, interests, and personality.

<input type="checkbox"/> Aircraft mechanic	<input type="checkbox"/> Hotel manager
<input type="checkbox"/> Automotive mechanic	<input type="checkbox"/> Licensed practical nurse
<input type="checkbox"/> Broadcast technician	<input type="checkbox"/> Paralegal
<input type="checkbox"/> Cardiovascular technologist	<input type="checkbox"/> Radiologic technologist
<input type="checkbox"/> Communications equipment mechanic	<input type="checkbox"/> Registered nurse
<input type="checkbox"/> Computer repair	<input type="checkbox"/> Respiratory therapist
<input type="checkbox"/> Cosmetologist	<input type="checkbox"/> Science technician
<input type="checkbox"/> Court reporter	<input type="checkbox"/> Secretary
<input type="checkbox"/> Data entry keyer	<input type="checkbox"/> Surveyor
<input type="checkbox"/> Dental hygienist	<input type="checkbox"/> Telephone installer
<input type="checkbox"/> Drafter	<input type="checkbox"/> Travel agent
<input type="checkbox"/> Engineering technician	<input type="checkbox"/> Veterinary technician
<input type="checkbox"/> Health information technician	

2. Which occupation do you think she should choose? Why?

Kathleen Green is a senior in high school. She is an above average student with a 3.2 grade point average. She enjoys biology and chemistry the most and likes government the least.

She was never very athletic and prefers indoor activities such as reading and working on her computer. An athletic event is always something to watch rather than participate in. She has played piano since she was five and always played in the band and sang in the school chorus.

She has never been very outgoing. A fun evening for Kathy is a movie with close friends rather than a party at someone’s house. Actually, she enjoys her time alone as much as time with friends.

She plans on going to the local community college for two years and then transferring to a state university to finish her bachelors degree. She’s just not sure what she wants to study. She’s thought about everything from music to pre-med. She loves the piano, but isn’t sure she wants it to be a job. She also thinks she’d enjoy studying medicine, but isn’t sure she’d enjoy working with sick patients day after day.



1. Listed below are 10 occupations that require a bachelors degree. Rank the occupations from 1-10 based on how you think they would fit her skills, interests, and personality. Explain why you think she would or would not fit each job.

- ___ Chemical Engineer _____
- ___ Chemist _____
- ___ Clinical Laboratory Technologist _____
- ___ Dietician _____
- ___ Meteorologist _____
- ___ Music Teacher _____
- ___ Pharmacist _____
- ___ Physical Therapist _____
- ___ Physician Assistant _____
- ___ Social Worker _____

<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>	
	Job Skills	Reading	Math	Writing	Research		Reasoning
Group 1: Tough Decisions							
Anne Benson	x	x		x		x	1
Nick Erickson	x	x		x		x	2
Charlene Watson	x	x		x		x	3
Jose Oquendo.....	x	x		x		x	4
Sharon Coleman	x	x		x		x	5
Richard Klies	x	x		x		x	6
Kim Woo.....	x	x		x		x	7
Gary Crenshaw.....	x	x		x		x	8
Group 2: You Decide							
Lights, Camera, Action	x	x		x		x	9-10
Straight From High School.....	x	x		x		x	11-12
Child Psychologist	x	x		x		x	13-14
Group 3: Unsure and Undecided							
Rachel Stewart	x	x		x		x	15
Paul Mesmer.....	x	x		x		x	16
Sarah Benton.....	x	x		x		x	17
Marco Ramirez.....	x	x		x		x	18
Group 4: In Their Own Words							
Tracy Jackson	x	x		x		x	19
Jaslin Singh	x	x		x		x	20
Mike Desmond	x	x		x		x	21
Leslie Renee Johnson.....	x	x		x		x	22
Benjamin Davis	x	x		x		x	23
Carol Reiss	x	x		x		x	24
Forest Hanford	x	x		x		x	25
Jaclyn Neese	x	x		x		x	26
Randall Wald	x	x		x		x	27
Group 5: Moving On							
Six Job Offers	x	x		x	x	x	28
Vital Statistics	x	x	x	x	x	x	29
Your Paycheck.....	x	x	x			x	30

Anne Benson is a senior in high school. She has a 2.5 GPA (out of 4.0). She is unusual in that she has two unique talents. She is an outstanding volleyball player and a very good actress.

During high school, she has starred in several school plays and was selected as a second team all-state volleyball player last year and this year.

She enjoys both acting and volleyball, but her real passion is acting. However, Western State University has offered her a full, four year volleyball scholarship. Here are the choices she is considering:

- 1) Take the volleyball scholarship at Western State.
- 2) Play volleyball at the local community college and then make a decision about transferring to a 4 year college later.
- 3) Forget volleyball. Study theater in college and concentrate on becoming a professional actor.
- 4) Forget college. Pack up and head for New York, Chicago, or Los Angeles and start working toward becoming a professional actor. No one who hires you for a part will care if you have a degree or not.
- 5) Forget both volleyball or becoming a professional actor. The chances of making a living doing either one is slim and none. Go to college and study for a real career related to her interests such as teaching theater or coaching volleyball.



Name: _____

Class: _____ Period: _____

Which choice do you think Anne should make? #1 ___ #2 ___ #3 ___ #4 ___ #5 ___

What is good and/or bad about each?

(1) _____

(2) _____

(3) _____

(4) _____

(5) _____

Rachel Stewart has been out of high school for two years. Although she did fine in high school, she never liked school much and had no desire to go on to college. Since graduation she has held five different jobs including:

- Clerking in a clothing store
- Working in a nursing home
- Waitressing
- Clerking in a video store
- Telemarketing

She’s a hard worker, but just hasn't discovered what she wants to be. She does feel that she's gained new skills from each job and believes she'll finally find out what she wants to do long term. Recently, Rachel saw the following ad in the newspaper:

Entry level position for hard working individual in the Children's Discovery Center of the Museum of Science and Industry. Send resumes to.....



She decided she would really like the job, but feels her work history will probably hurt her.

What do you think is good and bad about Rachel's career choices so far?

Handwriting practice lines for the first question. The area contains several horizontal lines for writing. A large, diagonal watermark reading "SAMPLE DO NOT REPRODUCE" is overlaid across the entire page.

How do you think she should present herself in her resume so she will be considered for the job?

Handwriting practice lines for the second question. The area contains several horizontal lines for writing. A large, diagonal watermark reading "SAMPLE DO NOT REPRODUCE" is overlaid across the entire page.

<u>Activities</u>	<u>Type of Skills Used in the Activities</u>						<u>Page</u>
	Job Skills	Reading	Math	Writing	Design	Reasoning	
Group 1: Getting Paid							
How Much You'll Make.....	x	x		x		x	1
Jerry Kramer	x	x	x	x		x	2
Cheryl Watkins	x	x	x	x		x	3
Gary Hart	x	x	x	x		x	4
Letter To The Editor	x	x		x		x	5
How You'll Be Paid	x	x		x		x	6-7
Working Today.....	x	x		x		x	8
Group 2: Your Paycheck							
Ruben's Paycheck	x	x	x	x		x	9
Pam's Paycheck.....	x	x	x	x		x	10
Ray's Paycheck.....	x	x	x	x		x	11
Angela's Paycheck.....	x	x	x	x		x	12
Debra's Paycheck.....	x	x	x	x		x	13
John's Paycheck.....	x	x	x	x		x	14
Eddie's Income	x	x	x	x		x	15
Know Your Net.....	x	x		x	x	x	16
Group 3: Fringe Benefits							
Types of Fringe Benefits	x	x		x		x	17
More Than The Salary	x	x		x		x	18-19
Types of Health Insurance	x	x				x	20-21
Metropolitan Insurance.....	x	x	x	x		x	22-25
Know Your Benefits	x	x		x	x	x	26
Group 4: Payday Trivia							
Game Board	x	x				x	27
Number Cards	x	x				x	28
Trivia Questions	x	x				x	29-32

Pam Porter works part time after school and on weekends at a day care center. She's paid \$5.15 an hour and receives a paycheck every two weeks. Complete her April 28th paycheck using the following directions.

1. To compute her gross pay for the two weeks multiply her hourly rate by the 45 hours she worked.
2. Compute the deductions from her gross pay using the following percentages. Round to the nearest cent.
 - A. Federal Income Tax = 8.60% (gross pay x .086 = deduction)
 - B. Social Security Tax = 6.20%
 - C. Medicare Tax = 1.45%
 - D. State Income Tax = 3.00%
3. Add her total deductions for the pay period.
4. Subtract her total deductions from her gross pay to compute her net pay.
5. Complete the paycheck on April 28th for the amount of her net pay.

What percentage of her gross pay is being deducted?

_____ %



Kindergarten

Pay to the order of _____ Pam Porter (5) \$ _____

(5) _____ Dollars

Jo Beth Williams

(1) Gross Pay	\$ _____	(2) Fed. Income Tax	\$ _____
(3) Total Ded. -	\$ _____	Social Security	\$ _____
(4) Net Pay	\$ _____	Medicare	\$ _____
		State Income Tax	\$ _____ (3) _____

Debra Patton has just graduated as a registered nurse. She is planning to apply for the position shown in the ad on the right. What questions do you think she should ask the human resources director about each of the following fringe benefits being offered?

2-5 Weeks Annual Vacation:

10 Paid Holidays:

Sick Leave:

Health Insurance:

401K:

Name: _____ Class: _____ Period: _____

Iowa City VA Medical Center
The following opportunities are immediately available

**Inpatient RN
and ICU RN**

- Weekend & off-tour shift differential
- 2-5 weeks annual vacation
- 10 paid holidays
- Tuition support program
- RN Career Advancement Programs
- Sick leave
- Health insurance
- 401K
- \$6,000 sign-on bonus for inpatient RNs

**Contact Human Resources at
555.555.5555**

The Dept of Veterans Affairs is an
equal opportunity employer

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<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>
	Job Skills	Reading	Math	Writing	Design Reasoning	
Group 1: Applications						
Completing Applications	x	x		x	x	1
Big Bopper's Burgers.....	x	x		x	x	2
School Days (District 204).....	x	x		x	x	3-6
What Do You Think	x	x		x	x	7-8
Group 2: Resumes						
Creating Successful Resumes	x	x		x	x	9-12
Chronological Resumes	x	x		x	x	13-14
Functional & Combination Resumes.....	x	x		x	x	15-16
Adding Style and Proofreading	x	x		x	x	17-18
Scannable Resumes	x	x		x	x	19
Plain Text Resumes	x	x		x	x	20
Kevin Garcia	x	x		x	x	21
Patricia Wong.....	x	x		x	x	22
Writing Resumes	x	x		x	x	23-25
Group 3: Cover Letters						
Cover Letters	x	x		x	x	26-27
Writing Cover Letters	x	x		x	x	28-30
Group 4: Interviews						
Types of Interviews.....	x	x		x	x	31
Preparation	x	x		x	x	32-34
Showtime.....	x	x		x	x	35-37
Following Up.....	x	x		x	x	38
Questions and Answers.....	x	x		x	x	39-40
Bad Answers	x	x		x	x	41
Tough Questions	x	x		x	x	42

You are applying for a part-time job at Big Bopper Burgers. Complete their employment application.

Big Bopper Burgers Employment Application

Name _____ Social Security No. _____
 First Name MI Last Name

Street Address Apt or Box # City State ZIP

Are you 18 or older? []Yes []No If under 18, what is your age? _____

Availability

Total hours available per week _____	Hours Available:	M	T	W	T	F	S	S
	From							
	To							

Are you legally able to work in the U. S.? []Yes []No
 Do you have transportation? []Yes []No Do you have restaurant experience? []Yes []No

School Most Recently Attended

Name Address City State ZIP

Teacher or counselor reference Dept Last Grade Completed GPA

Graduated? []Yes []No Now Enrolled? []Yes []No Sports or Activities _____

Sports or Activities _____

Most Recent Job (You may include military service, volunteer work, or personal references instead)

Company Address City State

Phone Number Job Description

Supervisor's Name Dates Worked: From To

Hourly Wage or Salary Reason for Leaving

During the past 7 years, have you ever been convicted of a crime (excluding misdemeanors or traffic tickets)
 []Yes []No If Yes, describe in full _____

I certify that the information contained on this application is correct to the best of my knowledge and understand that any omission or erroneous information is grounds for dismissal.

Signature _____ Date _____

The Functional Resume

The functional resume organizes your experience around skills rather than job titles.

This is a good format for students who have not had positions that relate directly to the job they want. By organizing experiences around skills, they can connect less relevant jobs to the career qualifications they need. For instance, a job waiting tables can be combined with other examples to show organizational or customer service skills.

To create a functional resume, identify three or four skills required for your target job. For each skill, identify three to five concrete examples to demonstrate that ability.

Use action phrases, not complete sentences, when writing your list. Arrange your skill headings in order of importance.

If you have a specific vacancy announcement, match the arrangement of your headings to that of its listed requirements. The closer the match between your skill headings and the reviewer's expectations, the more qualified you seem.

The last part of the functional resume is a brief work history. Write only job titles, company names, and employment years. If you have gaps in your work history, you could use the cover letter to explain them or you could fill them by adding volunteer work, community activities, or family responsibilities to your job list.

The Combination Format

This format combines the best of the chronological format with the best of the functional format and are as varied as the histories they summarize.

One variation begins with a chronological format but then subdivides each job description into skill categories. Another variation uses a functional format but, for each example of a skill, identifies the organization where the example occurred.

Sample Functional Resume

Sarah Jones
1202 Rock River Road
Sterling, IL 61081
815-999-4747

Leave adequate margins on all sides

OBJECTIVE
Receptionist position using my customer service, administrative, and communications skills.

EDUCATION
Community College
A. A. in Liberal Arts expected May 2003
GPA: 3.6/4.0

Sterling High School
Diploma, May 2000
GPA: 3.3/4.0

EXPERIENCE
Customer Service
Selected for the express lane while working as a cashier
Directed customers to product locations
Served restaurant patrons and responded quickly to requests
Handled food substitutions and special requests efficiently

Administration
Recorded meeting notes and maintained membership roster for College Outdoors Club
Calculated restaurant customers' bills accurately
Type 60 words per minute

Communication
Explained menu items to customers
Received special requests to chef
Received A's in speech and composition classes

Computer Applications
WordPerfect, Word, Windows 9x

WORK HISTORY
Table Server, Good Food Restaurant, Sterling, IL 2000-2001
Cashier, Blue Skies chain Store, Sterling, IL 2000-2001

References available on request

Objective statement should address the position applied for

Bold capital letters emphasize major headings

Identify major skills required for the position

Brief work history goes at the end

Include specific achievements

Begin statements with action verbs

Questions and Answers

In which cases would you use the functional format for your resume?

	Yes	No
1. You're a recent high school graduate.....	___	___
2. You've been employed ten years in three jobs in the same related field	___	___
3. You were laid off from a related job.....	___	___
4. You want to change career fields	___	___
5. You were fired from your previous job.....	___	___
6. You're a recent college graduate	___	___
7. You're a mother re-entering the work force	___	___

Name: _____ Class: _____ Period: _____

During an interview, Sonya was asked why she thought she could succeed if she was given the position.

"I think I have the skills that are needed for this position and I hope that I can meet your expectations. You can be certain that I'll try my best and I am always willing to learn."

What's wrong with her answer?

During an interview, Gordon was asked about his mediocre academic record. He decided to simply tell the truth and make his answer brief

"I'm afraid I've never been a very good student, especially when taking exams."

What's wrong with his answer?

During an interview, Crystal was asked why she wanted to change jobs? Here was her response:

"I have always enjoyed where I work, but the pay is not very good and the current human resources director is not a very pleasant woman to work for. She is overbearing and belittles everything other people do. I hope that will not be the case here."

What's wrong with her answer?

<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>
	Job Skills	Reading	Math	Writing	Design Reasoning	
Group 1: New On The Job						
Your First Day	x	x			x	1-2
Ask Questions	x	x		x	x	3
Employee Handbook	x	x		x	x	4
First Days and Weeks	x	x		x	x	5
What Would You Do?	x	x		x	x	6
Group 2: Be Dependable						
Don't Miss Work	x	x		x	x	7-8
Don't Be Late	x	x		x	x	9-10
Group 3: Your Appearance						
Dress For Success	x	x	x		x	11
The Right Clothes	x	x		x	x	12
Personal Grooming	x	x		x	x	13
Maintaining Your Space	x	x		x	x	14
Group 4: Customer Service						
Waiting On Customers	x	x		x	x	15
Dealing With Complaints	x	x		x	x	16
On The Telephone	x	x		x	x	17-18
Just Solve The Problem	x	x		x	x	19-20
Group 5: Success Or Failure						
Job Success Means	x	x		x	x	21-22
Keys To Success	x	x		x	x	23
Don't Do It!	x	x		x	x	24
ABCs of Success	x	x		x	x	25
Getting Ahead	x	x		x	x	26-27
What Did He Say?	x	x		x	x	28
Meet Bryan Morgan	x	x		x	x	29
Stressed Out	x	x		x	x	30
What Would You Do?	x	x		x	x	31-34
Lights, Camera, Action	x	x		x	x	35-39

You're new on the job and want to prove that you're good at what you do. Which of the following would you do to prove you were worth hiring?



1. Make sure that you do quality work: Yes No Why?

2. Do something radical to show that you are bringing new ideas to the job: Yes No Why?

3. Prove your value from day one by being productive each day: Yes No Why?

4. Put in long hours to show that you're a hard worker: Yes No Why?

5. Ask for extra projects or assignments to prove you're more than worth your pay: Yes No Why?

6. Seek not just excellence in your work, but perfection: Yes No Why?

7. Be sure your outside life and health are in order so you can concentrate on work: Yes No Why?

8. Point out to your boss (supervisor) how your co-workers work could be improved: Yes No Why?

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Do Your Job

When you accept a job and the wage or salary that goes with it, it's your obligation to earn it. That means giving your best effort every day.

When you quit early, take extra long breaks, play games on your computer, or just show up and give it your least, you're stealing from your employer and breaking your word. Unfortunately, many employees are experts at learning what's acceptable, minimal effort on the job and how to just get by.

Set a higher standard for yourself. Here's how!



Seek quality, but not perfection. Your goal should always be to produce the best quality work you can without getting bogged down in perfectionism.

Perfectionism can enslave you. It can eat away at your time, alienate your coworkers, frustrate you, and set you up for constant disappointment.

Quality work done well is far more useful than perfect work never finished.

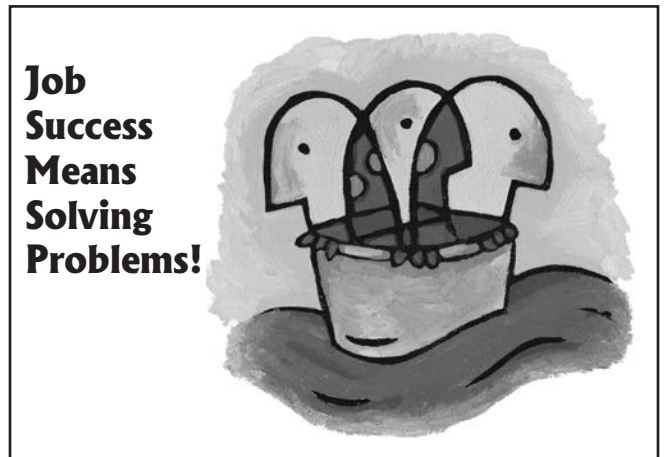
Be accountable. Always be accountable for your actions and accept responsibility when something is your fault.

If you've made a mistake; overlooked something; or made a bad error in judgement, admit it and correct it. You'll be better off in the long run. You'll gain the respect of your employer and coworkers and create a more open environment where problems can be dealt with openly and honestly.

Set reasonable workday goals. Set goals that you can actually accomplish each day. Be realistic and don't overreach yourself.

You'll feel much better about accomplishing more than you planned than falling short of an overly ambitious goal.

Shown below is one in a series of career posters titled "Job Success Means. . ."



You create five more poster in the series.



Name: _____

Class: _____ Period: _____

When Bryan Morgan graduated, he went to work for an engineering firm.

One reason he likes the job is that he spends very little time in an office. Most of his time is spent on project sites where he is on his own.

Working on your own can be more difficult than working closely under your boss or supervisor.

Write two accounts of how working on his own made Bryan Morgan a success or a failure.



Why He Succeeded!

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Why He Failed!

<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>	
	Job Skills	Reading	Math	Writing	Design		Reasoning
Group 1: New On The Job							
Work At Fitting In	x	x		x		x	1
Learn The Culture.....	x	x		x		x	2
What Would You Do	x	x		x		x	3-5
Group 2: Teamwork							
Teamwork Means.....	x	x			x	x	6-7
MicroTech Industries.....	x	x		x		x	8-9
What Would You Do?	x	x		x		x	10-13
Group 3: Getting Along							
Resolving Conflicts	x	x		x		x	14
You're Driving Me Crazy!.....	x	x		x		x	15
Getting Along Means.....	x	x			x	x	16-17
Don't Be Betty.....	x	x		x		x	18
In My Opinion.....	x	x		x		x	19-20
What Would You Do?	x	x		x		x	21-22
Group 4: Etiquette and Ethics							
It's A No No	x	x			x	x	23
E-mail Etiquette	x	x		x		x	24
Voice Mail Etiquette	x	x		x		x	25
Computer Etiquette.....	x	x		x		x	26
Appropriate Dress.....	x	x		x		x	27
What Would You Do?	x	x		x		x	28-30
Group 5: Lights, Camera, Action							
	x	x		x	x	x	31-35

You're new on the job and you've found your coworkers rather cold and unfriendly. How can you break the ice?



1. Introduce yourself to as many people as possible....Yes No Why?

2. Be sure to join in social activities at work..... Yes No Why?

3. Just wait for people to approach you Yes No Why?

4. Bring some inexpensive gifts to your coworkers to help break the ice..... Yes No Why?

5. Invite your coworkers to lunch or dinner to help get acquainted..... Yes No Why?

6. Forget them. Spend your free time with non-work friends..... Yes No Why?

7. Be friendly toward anyone you meet or are working with..... Yes No Why?

8. Do nothing. You shouldn't try to change the work environment..... Yes No Why?

9. Tell everyone you're working with how unfriendly the environment is Yes No Why?

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You really don't get along with the co-worker in the cubicle next to you. The two of you seem to be opposites, but you're going to have to work together.

Since the other person hasn't made an effort to change the situation, it's up to you to try and create a better relationship.

List 10 things you would try to do to make the working environment better for both of you.

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

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You're a technical writer for Johnson Enterprises Inc. You've been given the assignment of updating the employee handbook. You're currently completing the section on electronic etiquette. You have to write ten guidelines for proper use of company voice mail.

Voice Mail Etiquette

Voice mail is an important way we communicate with each other on the job. If used properly, it allows us to be more efficient and keep in touch.

Here are ten guidelines you should follow when using company voice mail.

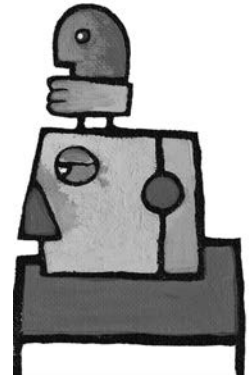


- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____

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<u>Activities</u>	<u>Type of Skills Used in the Activities</u>					<u>Page</u>
	Job Skills	Reading	Math	Writing	Design Reasoning	
Group 1: You And Your Boss						
Create A Good Relationship	x	x		x	x	1
Bosses Are People Too	x	x		x	x	2
The Boss Isn't Always Right	x	x		x	x	3
Asking For A Raise	x	x		x	x	4
Lights, Camera, Action.....	x	x		x	x	5-9
Group 2: What Would You Do?						
New On the Job	x	x		x	x	10
Unhappy Boss	x	x		x	x	11
Overworked.....	x	x		x	x	12
You Need To Improve.....	x	x		x	x	13
I Want The Project.....	x	x		x	x	14
I Don't Know What To Do	x	x		x	x	15
Up The Ladder.....	x	x		x	x	16
I'm Intimidated.....	x	x		x	x	17
He Stole My Work	x	x		x	x	18
I Deserve A Raise.....	x	x		x	x	19
Group 3: You're The Boss						
Radio Stations WXYZ.....						20-25
Karl Clevenger	x	x		x	x	20
Randa Heflin	x	x		x	x	21
Travis Reamer	x	x		x	x	22
Kayla Lansing	x	x		x	x	23
Danny Ditmar	x	x		x	x	24
Dina Vicks.....	x	x		x	x	25
Group 4: Ethics						
Workplace Ethics	x	x		x	x	26
Harassment.....	x	x		x	x	27
In My Opinion.....	x	x		x	x	28
It's A No No	x	x		x	x	29
Lights, Camera, Action.....	x	x		x	x	30-34

You're new on the job and want to create a good relationship with your boss. Which of the following would help you do that?



1. Communicate as often as possible to keep your boss informed about what you're doing: Yes No Why?

2. Keep your opinions to yourself. You're there to work, not to express your opinion: Yes No Why?

3. Let your boss have the final say in what is done even if you think it is wrong: Yes No Why?

4. Be accountable for your actions. When you succeed, take credit. When you fail, take the blame: Yes No Why?

5. If you think your boss is wrong, keep it to yourself: Yes No Why?

6. Be open to criticism from our boss: Yes No Why?

7. It's important to create a social relationship with your boss: Yes No Why?

8. Be sure others see your accomplishment as your own. Do your job, but also toot your own horn: Yes No Why?

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You believe you have worked hard and deserve a raise. How would you go about getting it?

1. Do nothing. If your work is good, your employer will recognize it and see that you get the raise you deserve: Yes No

Why? _____

2. Ask, don't demand: Yes No

Why? _____

3. Make an appointment and let your employer know that you want to discuss a pay raise: Yes No

Why? _____

4. Make an appointment, but don't let your employer know that you want to discuss a pay raise until you meet: Yes No

Why? _____

5. If you ask for a raise and don't get it, threaten to leave: Yes No

Why? _____

6. Before you ask for a raise, be sure you've been a good employee: Yes No

Why? _____

7. Be ready to explain why you think you should get a raise: Yes No

Why? _____

8. A good tactic is to tell your employer that you have other places to work that pay more: Yes No

Why? _____

9. Ask. If you're turned down, then demand: Yes No

Why? _____

10. Improve your skills and show them to your employer: Yes No

Why? _____

Name: _____ Class: _____ Period: _____

Career World magazine has a regular feature called In My Opinion. In each issue, the editor poses a problem at work and readers send in their opinions of what to do.

Last month's problem was:
My Boss Took Credit For My Work!

This month the magazine is printing letters from four readers who each had a different opinion about what to do. You write the four letters to the editor.



Julie Estrada, a video editor, writes: _____

Ben Kibble, a machinist, writes: _____

Diane Gialdini, a biologist, writes: _____

Don Pitney, a computer programmer, writes: _____
