

**Teacher Exchange
Lesson Plan
REHAU 6-24/6-28**

Program: Business Education
Instructor: Selena Skipper
Course Title: Career Preparedness

Date:

Lesson Length:

Topics:

Overview Annotation

600 Min.

Examining the Employment Process

According to the Human Resource Manager at REHAU, at least 50 % of applications are rejected on the first screening due to being incomplete. This lesson will not only teach students how to properly complete a job application but also how to interview and about employee expectations. Prior to this unit, students will have completed the following personal assessments: interest inventory and the skills and values assessments.

Background/Preparation

Teacher will provide paper or online forms to be completed throughout the process to include: job applications, W-4 forms. Teacher will also provide videos on job interviewing and a guest speaker from local industry to speak on their particular employment process.

Primary Learning Objectives:

The student will: 1) Examine the employment process; 2) Investigate the job search process; 3) Correctly complete a job application; 4) Create or update an error-free resume; 5) Identify interview skills; 6) Practice interviewing; and 7) Complete employment forms.

Essential Question(s):

What is the employment process?

How is a job search conducted?

How does one fill out a job application?

How does one write a resume?

What are interview skills?

How do one interview?

What are employment forms?

How does one complete employment forms?

Materials, Equipment & Technology

Local Business or Industry Professional to speak to the class

Sample Job Applications (paper or online)

Sample W-9 forms (paper or online)

Samples for cover letters, resumes and business letters

Internet connectivity

Word Processing Software

Student must have an account with the online learning community to participate in discussions.

Content Standards and Tasks:

ACOS 6) Students will examine the employment process, including searching for a job, filling out a job application, writing a resume, developing and practicing interview skills, and completing required employment forms (e.g., W-4, I-9).

ACOS 13) Students will utilize an online learning management system to engage in collaborative learning projects, discussions, and assessments beyond the traditional classroom that are goal-oriented, focused, project-based and inquiry-oriented.

Procedures, Activities, and Learning experiences

This lesson will utilize the following: Individual work, class discussion, online discussion, visuals, group work, handouts, lectures, and a guest speaker

Assessment Strategies

Performance Assessment on mock job search, written paper on the importance of job applications, performance assessment on correctly completing a job application, demonstration and/or written response of appropriate job interview skills, and a portfolio to include a cover letter, resume and thank you letter.

Lesson Instruction Includes:

Project-Based Learning, Integrated Academics, Employability Skills, Role Playing, Work Ethics and Management skills

**Available Student Industry Credentials
Culminating Project**

Microsoft MOUS Certification or Work Keys Certification
Student Portfolio to include cover letter, resume and thank you letter