

Skills for Living – Week 6

May 11 – May 15, 2020 -- Due May 18 by 9:00 AM

Essential Question: How do I get a job?

Learning Targets: We are learning about different kinds of careers so that we can find something that interests us.

We are learning about interviewing so that we will know how to handle a job interview.

Success Criteria: I can reflect on what happiness at my job means to me.

I can state my views on the “realness” of people on social media.

I can give reasons to be careful with what I post on social media.

I can name steps to take before, during, and after a job interview.

I can explain good and bad behavior at an interview.

YOUR ASSIGNMENTS (please read to the end before you start working!):

1) NYT Weekly Writing Prompt: Do You Think You Will Have a Career That You Love?

Click here to access your [Weekly Writing Prompt from the New York Times](#). There are a lot of questions; you do not have to answer them all. Use the questions to guide your thinking, and write a response to the prompt (at least 150 words).

- You can send your response in either an email to me (smitha@luhsd.net); a Google Doc shared with me; a Word Document emailed to me; or you can write your answers on a piece of paper (in pen please!), take a good picture, and email it to me or share it with me on the Remind.
- Be sure to write at least 150 words! I am really interested in your opinions on these topics!

2) Social Media and the Job Hunt

We should always be careful with what we post on social media. Maybe you’ve seen posters like this one, encouraging people to think before they post something. In the article entitled [“Hunting for a job? Be careful what you post,”](#) you will read about the relationship between your presence on social



media and your job opportunities. After reading the article, think about the following questions:

1. Does social media represent individuals authentically? Explain with examples.
2. What would employers see about you from your social media? Is it the real you?
3. Would you be comfortable with a potential employer seeing your social media posts? Why or why not?
4. The article says that “nearly half of all employers said they monitor the social media sites of workers regularly,” even after they’ve been hired. What do you think about that? Would you want your boss checking your social media on a regular basis?

Skills for Living – Week 6

May 11 – May 15, 2020 -- Due May 18 by 9:00 AM

Respond to EVERY QUESTION in either an email to me (smitha@luhsd.net); a Google Doc shared with me; a Word Document emailed to me; or you can write your answers on a piece of paper (in pen please!), take a good picture, and email it to me or share it with me on the Remind.

3) The Interview Process

After you turn in a job application, you will hopefully get an interview! Interviews can be stressful, but there are things you can do to prepare. The first step in this assignment is to read the document entitled "[The Interview Process.](#)" This document gives some tips on what to do before, during, and after an interview as well as some common questions that come up in interviews.

- After you read about the interview process, your task is to write two scripts (as if for a skit or movie) for two interview scenarios, one a good example and one a bad example. Your two scripts should both address the before, during, and after portions of an interview.
 - For instance, your “good example” script could have the interviewee preparing for the interview by researching the company beforehand, staying calm and polite during the interview, and writing a thank you note after the interview.
 - Your “bad example” script, on the other hand, might have the interviewee rolling out of bed late beforehand and going to the interview in his/her pajamas, being on his/her phone during the interview, and going home and going back to bed after the interview instead of doing any follow-up.
- Your scripts should have at least two “characters”: the interviewer and the person being interviewed (the interviewee). You can give them names to make it easier to write their lines if you wish.
- Write your script like it was for a movie. Include stage directions (for example: “Interviewee sits down in front of interviewer, pulls out his cell phone”) and dialog. You can write dialog with bullet points, like this:
 - INTERVIEWER: Hello, I’m Mr. Rogers. Welcome to our office. It’s nice to meet you.
 - INTERVIEWEE: Yo, what up Mr. R! Bruh, I really need this job. You’re gonna hire me, right?
- The dialog you write is up to you. Remember the list of common interview questions if you need ideas for the “during the interview” portions of your scripts. (I don’t expect you to include ALL of those questions; they are for inspiration.)
- Please don’t copy my examples!!
- If you are feeling especially creative, you can make a video of the interview process instead of writing the two scripts. Your video should still include the two interview scenarios, one good example and one bad example. You could star in your video, or you can direct other people to act out what you have prepared! (If you make a video, you do not need to submit your scripts.)
 - IMPORTANT! Be sure to test the method by which you are going to share your video with me, especially if it’s a big file, because videos can be tricky to send over email. If it is too big for

Skills for Living – Week 6

May 11 – May 15, 2020 -- Due May 18 by 9:00 AM

email, try sharing it with me via Google Drive, or you could even post it to YouTube and send me the link.

- Again, MAKING A VIDEO IS OPTIONAL, but it could be fun!
- **ONE LAST THING!** The following are the organizations that are hiring and the positions they are trying to fill. The organization/job that you will write your scripts about is determined by your LAST NAME.
 - **If your LAST NAME starts with _____, you are writing about a person interviewing to be a(n) _____.**
 - A-C = Walmart greeter
 - D-G = Amazon warehouse worker
 - H-L = Starbucks barista
 - M = Wells Fargo bank teller
 - P-S = Department of Corrections prison guard
 - T-Z = IBM computer programmer
- Be creative! Have fun!

**** Please combine your assignments into as few emails as possible. That is, try not to send me separate emails for each assignment. Combine your work on these assignments into one email or Google Doc. ****

Hunting for a job? Be careful what you post

BY CAROL WOLF / AUGUST 10, 2018 / 12:01 AM / MONEYWATCH



Think before you post, job-seekers: Your potential employer is likely watching your social media feeds.

Seventy percent of employers said they look at what job candidates post on their Facebook, Snapchat, Twitter and other accounts, according to a survey by CareerBuilder. Fifty-seven percent of companies said they have ruled out hiring someone because of the content they found.

Job-hunters may want to keep those statistics in mind and clean up their social media presence before searching for work, said Michael Erwin, a senior career adviser for CareerBuilder.

"When it comes to social media and looking for a job, we let our guard down too often," he said. "We may be posting things that may not put us in the best light to potential employers."

That doesn't mean job-seekers should wipe your social media accounts clean. Indeed, 47 percent of employers said they were less likely to call a candidate in for an interview if they couldn't find the person online, the survey found.

The national survey, conducted by The Harris Poll for CareerBuilder, was done between April 4 and May 1. The survey sampled more than 1,000 hiring managers and human resource professionals.

In 2008, CareerBuilder found that only 22 percent of employers looked at the social media presence of job seekers, he said.

Employers aren't just eyeballing people's social media, Erwin said. About two-thirds of companies said they use search engines to conduct research on job candidates.

"Always be prepared to be 'Googled' by a potential employer," said Katie Linendoll, a consumer tech expert. "If you have to think twice about something, then you shouldn't post it. If you feel comfortable with any post being put up as a billboard in Times Square, then it's acceptable."

If an online search turns up information you wouldn't want an employer to see, tech is available to help clean your slate, Linendoll said. Quick cleanup tools such as Tweet Deleter, or a browser extension for Chrome called Social Book Post Manager, will do the trick, she said.

Employers are particularly on the lookout for inappropriate photos; discriminatory race, religious or gender remarks; information about drug and alcohol use; and evidence of criminal behavior, according to CareerBuilder. Another red flag is a person badmouthing former employers. The tech and manufacturing industries are the most likely to search your social media accounts.

The searches don't stop after an employee is hired. Nearly half of all employers said they monitor the social media sites of workers regularly, the survey found. About a third said they have reprimanded or fired workers because of social media posts.

"People need to use common sense with social media," Erwin said. "Unfortunately too many people are not."

First published on August 10, 2018 / 12:01 AM © 2018 CBS Interactive Inc. All Rights Reserved.

THE INTERVIEW PROCESS

Before the interview

1. Research the organization.
 - What are its main activities?
 - What types of jobs does it have?
 - What do the people who work there like about their employment situation?
2. Practice your interviewing skills.
 - Write out answers to possible interview questions.
 - Have someone interview you.
3. Prepare questions that you plan to ask.
 - What skills are needed for success in the organization?
 - What opportunities are available for continued learning?
4. Prepare proper dress and grooming.
5. Plan to arrive early at the interview.

During the interview

1. Relax. Be yourself.
2. Answer questions completely and calmly.
3. Ask questions to help you better know the organization.
4. Ask when you might hear from the organization.

After the interview

1. Write down notes on how you can improve for your next interview.
2. Promptly send a thank-you letter to the person with whom you interviewed to express your appreciation for the opportunity to meet with them.

Following are some questions commonly asked at job interviews:

1. What do you know about our organization?
2. In what types of situations have you done your best work?

3. Describe the supervisors who motivated you the most.
4. Describe someone with whom you had difficulty working. How did you overcome this difficulty?
5. What are your major strengths?
6. What are your areas for improvement? What have you done to address these areas for improvement?
7. What activities have helped you expand your interests, abilities, and knowledge?
8. Who is someone you admire? Why do you admire that person?
9. Do you have any questions for me [the interviewer]?