

Harper Career Services

Job Exploration Counseling

The overall objective of Job Exploration Counseling training is to provide the students with a comprehensive roadmap charting the basics to finding, getting, and keeping a job in the format of interactive workshop exercises.

Objectives

- 1.1 The students understand what career exploration is and why it is important.
- 1.2 The students explored their strengths and abilities.
- 1.3 The students discovered what type of work they are interested in and what employment options are in those fields.
- 1.4 The students have resources and tips to help guide them in next steps.

Curriculum and the materials and method for determining whether or not an objective is met by the student.

- Sign in sheet to confirm attendance for in person services. Digital confirmation sheet for virtual students.
 - Goals defined: Student is asked to share his vision or plan for himself in the next two years about school, work or training. Discussed further with student individual during resume preparation.
- Introductions with exercise for group
 - Activity: Share favorite numbers, one thing you live to do for fun and a job you would want to do today if you could and why?
- Informed Consent and Professional Confidentiality standards reviewed with agenda.

1.1 The students understand what career exploration is and why it is important.

Lecture:

- The provider explains the purpose of workshop – Why this Workshop Now?
- Discuss planning for and preparing for the smooth transition from school to work and life after high school.
- Explain importance of preparing for exit with knowledge about work and how to find it and keep it.

Activity:

- Solicit comments from students in room on why anyone should work. Use flip chart to record and acknowledge responses.
- Discuss responses around self-care, pay for education, pay for training, have independence, to achieve life plans, buy things, meet basic needs/housing, transportation and food.

Activity:

- Ask if participant has worked before.
- Peers share experience if have worked to give insight to group and help provider know student experience/understanding of work.

Activity:

- What do you know about work?
- Student given a Pretest to include basic questions about employment, getting and keeping a job.
- Answers discussed and pre-test is scored. Job Exploration IQ score to be compared to post-test to be given at end of workshop.

Lecture:

Announce the key stages of job search and exploration we will explore:

- Planning and Preparation
- What Job to Pick
- Job Search methods
- Getting and keeping a job with supports
- Next Steps

1.2 The students explored their strengths and abilities.

- Planning and preparation for work: the good job match

Activity:

- A career assessment is administered, Picture Interest Career (PIC) <https://www.truity.com/test/photo-career-quiz> or Self-Directed Search of Clues about Me assessment to help student understand the benefit of selecting a job he would like to do and enjoy.
- Discuss results of the selected assessment and the work preferences discovered.
- Using the Holland Career Code to select types of jobs of interest to seek and focus on in job search.

Activity:

- Develop the Positive Personal Profile (appendix) to identify strengths and abilities for development of profile for resume development.
- Student encouraged to have parent and teacher complete blank personal profile for additional feedback on strengths and abilities.

1.3 The students discovered what type of work they are interested in and what employment options are in those fields.

Lecture:

- Recap Section 1.1 and Section 1.2.
- Transition to discussion on type of work and tools for employment options.
- Focus on tools for employment.

Activity:

- Draft entry level resume using information from personal profile.

Activity:

- Review components of job application completion on and off the Internet.
- Discuss ways to find a job: What is networking, in-person job search, Internet job search with follow up, informational interviews, teachers, specialty internships, and volunteering.

Activity:

- Draft references, review documents needed for work ID Social Security Card,

Activity:

- Review best job search web sites then log onto [www Indeed.com](http://wwwIndeed.com) to find a job.

Activity:

- Student uses Holland code and jobs of interest from assessment to pick jobs for job search exercise.
- Student will search and find a job and review requirements of the job.

Activity:

- Creating a business email address for job search

1.5 The students have resources and tips to help guide them in next steps.

HCS Next Steps

Activity:

- Review HCS Next Step checklist.
- Emphasize planning as a critical component of transition from high school. Have a plan.
- Next step components of getting the job – The interview/dress for success((video on interviews in person and over the Internet-remote).

Activity:

- Mock interviews conducted with recorded role playing.
- Review commonly asked questions and video of mock interviews.
- Peer to peer feedback on good and bad behaviors

Lecture:

- The Job offer – Notification by letter, by email, by mail or by phone.
- Job Keeping Tips: Job Orientation first day on job, probation (90 days), the W-2 form, drug tests, having reliable transportation, and use of DORS support/Job Coach.

Activity:

- Post Test given on job exploration counseling.

Final Activity:

- HCS provides workshop documents to students.
- Homework assigned to complete resume, complete the on-line application.
- Actions reviewed at individual follow up session for interview skills – Internet job application, final resume, references, business email address.

Activity:

- Results discussed with questions and answer session.

Job Exploration Counseling

At the conclusion of this training, students will know the following about the basics of job search, including the tools needed and actions needed to get and keep a job:

- Types of work: part time/fulltime/summer/temporary/internships.
- Job counseling: The role of assessments - a good job match: your passion.
- Preparation for job search and how to find a job: Internet job web sites, Internet job fairs- In person networking- In person social networking to find leads - government-private sector, top Internet job search web sites.
- Job search tools: The resume, cover letter, dress presentation, interview, follow up, role of persistence, and standing out/the thank you letter.
- Job keeping – what is Job Coach support, communication with supervisor, job buddy or supportive co-workers.

Deliverables/workshop documents:

- ◆ Score for Post-test given at end of workshop.
- ◆ Career Assessment results (Picture Interest Career Inventory, O*Net Interest Profile, How Ready Are You to Work, or Clues About Me)

- ◆ Observation and Recommendations based on student participation.
- ◆ Positive Personal Profile to build first resume.
- ◆ Planning Checklist listing various options, steps, and actions each student can take to prepare for work and the smooth transition from high school to independence.