Tech Prep
In
Occupational
Support

A consortium of High School, Community College and University Departments

This document contains student competency requirements for the specialized area of:

Job Seeking Skills
OCSUP 103
3 Credits

To receive college credit, a student must complete at least 80% of the competencies. The high school instructor is expected to initial each competency area that is successfully completed by the student. By initialing these competencies, the instructor is verifying that the student has received an A or B in the class and completed the work at a college achievement level.

Revised December 2007
Job Seeking Skills / OCSUP 103

COMPETENCY AREAS: 

Exploring Career Options - Labor Market Research

Identification of Personal Skills and Workplace Competencies

Development of a Job Application and Resume

Preparing for an Interview / Interviewing Techniques

Job Seeking Skills Exit Interview

Achieved Competency

Student Name: ______________________________________________________

High School: _______________________________________________________

Student Identification Number: ____________________ / SS Number __________

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(signature)

High school instructor signature verifying successful completion of a minimum of 80% of competencies and awarding of local grade of A or B.

Date: ____________________

Prepared by: Mike Hays, Occupational Support 103 Instructor
Job Seeking Skills
OCSUP 103

Rating Scale for Performance Tasks:

4 - Highly Skilled
   Performs the task independently and with high proficiency
   Score of 90% or above

3 - Skilled
   Performs the task independently with adequate proficiency
   Score of 80% or above

2 - Limited Skills
   Needs improvement in independently and satisfactorily complete tasks
   Score of 70% or above

1 - Exposure
   Received instruction but has not developed skill
   Score of 60% or above

0 - No exposure
This document contains student competency requirements for OCSUP 103 Job Seeking Skills. To receive college credit, a student must submit an acceptable portfolio and earn at least a rating of 3.0 on a minimum of 80% of the following competencies:

1. **Exploring Career Options- Labor Market Research**

   Goal: Demonstrate awareness of labor market information in student’s chosen occupation.

   1.1 Identify three career interest areas and research Career options and employment trends and prepare a short description on each.

   Utilizing the website workforceexplorer.com, review and attach labor market data covering projected job outlook, wage and skill progression opportunities, training and educational requirements.

   1.3 Using the Department of Labor SCANS report on skills and tasks for jobs identify workplace competencies and foundation skills needed to be a competitive job seeker in your chosen field.

   1.4 Prepare a 10 minute oral presentation on your career choice using your research materials. Presentation must include, but is not limited to, job description, job outlook, training and educational requirements, wage and skill progression opportunities.

Comments:

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2. Identification of Personal Skills and Workplace Competencies

Goal: Demonstrate knowledge of personal skills gained through work experience, classroom instruction and other training that will apply to your future work.

2.1 Gather information from classes you have completed that relate to your occupational goal. Include specific tasks and competencies gained that could apply to your future work. Provide “Best Work” examples where applicable.

2.2 List all work experience (paid or volunteer) including information on specific job duties, on-the-job and other training received, equipment used, qualities and qualifications needed for the job.

2.3 From the skills obtained from classes and work experience, compile a list of your specific skills and competencies using the following categories:
   - Technical Skills- occupational specific skills
     Examples: welding, brake repair-auto mechanics
   - Transferable Skills- Universal skills that transfer between school and work
     Examples: Customer service, Computer applications, Math computations
   - Employment Skills- Skills that make you a valuable and productive employee
     Examples: Attendance, Dependability, Communication, Teamwork

2.4 Using the SCANS report skills and competencies prepare a two column comparison of your skills and the skills the report identifies as needed to be competitive in this occupation.

Comments: ____________________________________________________________

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3. Development of a Job Application and Resume

Goal: Develop an application, formal resume, and support documentation required for successful job search.

3.1 Obtain and complete a job application that includes personal information, educational information, skills and abilities, and work history (generic application is available in the Job Seeking Skills Textbook).

3.2 Research the differences between a chronological and functional resume and write a paper outlining the advantages and disadvantages of each. Choose which format will work best for you and explain why.

3.3 Develop a resume that includes a specific objective, skills and abilities, achievements, education and work experience. Utilize power phrases (phrases beginning with an action verb and describing your skills) to demonstrate skills and achievements.

3.4 Write a letter of application (cover letter) to a specific employer in your chosen field.

3.5 Develop a list of references and include names, titles, address and phone numbers.

3.6 Obtain three letters of recommendation (employers, teachers, people you know in the community)

Comments: ____________________________

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4. Preparing for an Interview/Interviewing Techniques

Goal: Demonstrate ability to successfully prepare for and complete a job interview with a prospective employer.

4.1 Prepare a labor market research paper on a prospective interview employer. Include employer name, address, phone, employer products and services, brief company history, jobs and job titles in your specific area, job requirements and desired qualifications.

4.2 From your Tech Prep Portfolio, compile a presentation interview portfolio to share at the interview. Include in this portfolio a letter of application, copy of your resume, letters of recommendation, a copy of your application, school transcripts, and samples of your work.

4.3 Identify ten common questions that are often asked in an interview (see textbook for ideas) and prepare appropriate responses. Prepare a list of five questions you would ask an employer during the interview.

4.4 Set up and complete an informational interview with an area employer in your field of interest.

4.5 Complete a mock interview with an area employer, your teacher or a staff member from your school. Write an evaluation of the interview.

Comments:

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5. Job Seeking Skills Exit Interview

Goal: Demonstrate to Walla Walla Community College to completion of required materials and skills obtained to earn college credits for OCSUP 103 Job Seeking Skills.

5.1 Present to the college exit interview committee a Tech Prep Portfolio that includes a summary of your activities completed to earn college credit in OCSUP 103 Job Seeking Skills. Include a handout showing your completed research, application, cover letter/resume, transcripts, work samples and letters of recommendation.

5.2 Choose a topic related to job search activities and write a two-page research paper.
   Suggested Topics:
   - The Role of Education in the Workforce
   - The Affect of Global Economy on the Labor Market
   - Effective Cross-functioning and Self-Directed Work Teams
   - How to Find the Perfect Job
   - Effective Resumes
   - Interviewing Techniques

5.3 Extra credit activities (2 page papers)
   - Attend a career fair and write a paper on your experience
   - Visit an employment office or economic development center and write about the services they provide
   - Visit Walla Walla Community College and learn about the programs they offer and write a paper about what you learned
   - Job shadow an employer in your area of interest and write about your experience.

Comments:

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