

Unit #2 Title: Using Job-Seeking Skills

Grade Level: 7

Number of Lessons in Unit: Two

Time Required: 50 minutes

Best time of year to implement this Unit: Anytime

Lesson Titles

Lesson 1: Who Will Get the Job? (Part 1)

Materials/Special Preparation Required:

Activity sheets: Job Application: Happy Hamburger House (Raven Stone and Marvin Smith). It is suggested that one of the applications be handwritten and the other typed. Make copies of each for all students.

Activity sheets: Interview Scenarios (Raven Stone and Marvin Smith). Make copies of each for all students)

Two highlighters per group (one yellow and one green), paper, and pencil

Copies of job applications from two community employers

Lesson 2: Who Will Get the Job? (Part 2)

Materials/Special Preparation Required:

Completed job applications (two) from the local business community (see Lesson 1)

Activity sheet: Interview Checklist
paper and pencils

Mississippi College and Career Readiness Standards

ELA: W.7.1, W.7.4

ELA: SL.7.1, SL.7.2, SL.7.3, SL.7.4

ELA: L.7.1, L.7.2, L.7.3, L.7.4, L.7.5, L.7.6

ELA: WHST.6-8.1, WHST.6-8.4

<https://districtaccess.mde.k12.ms.us/curriculumandInstruction/MississippiCurriculumFrameworks/ELA/2016-MS-CCRS-ELA.pdf>

American School Counselor Association (ASCA) Mindsets and Behaviors:

M 1, M 2, M 3, M 4, M 5, M 6

B-LS.1, B-LS.4, B-LS.7, B-LS.9

B-SM.1, B-SM.2, B-SM.3, B-SM.5, B-SM.7, B-SM.8, B-SM.10

B-SS. 1, B-SS.2, B-SS.4, B-SS.5, B-SS.6, B-SS.7, B-SS.8, B-SS.9

<https://schoolcounselor.org/asca/media/asca/home/MindsetsBehaviors.pdf>

Unit Essential Questions:

What is a good worker?

How do people get hired for jobs?

Unit Measurable Learning Objectives:

The student will complete two job applications.

The student will identify skills involved in the process of interviewing for a job by completing

an interview checklist.

The student will write a reflective essay, which addresses past and present views regarding the interview process and his/her personal interview skills.

The student will identify one goal for improvement or implementation of a specific interview skill.

Unit Instructional Strategies/Instructional Activities:

- Direct (Guided & Shared-Reading, Listening, Viewing, Thinking)
- Indirect (Problem Solving)
- Experiential (Role Playing)
- Independent Study (Essays, Homework)
- Interactive Instruction (Role Playing, Discussion, Interviewing)

Unit Summative Assessment (acceptable evidence):

Assessment should relate to the performance outcome for goals and objectives.

Assessment can be question answer, performance activity, etc.

Students will complete job applications and identify interview skills through reflective writing.

Brief Summary of Unit:

Students will develop a resume, complete sample job applications and evaluate their job interview skills. This will help prepare students to develop a Personal Plan of Study at the completion of the eighth grade that takes into account portfolio information and self-evaluation tools. Students will develop an educational and career plan, establish specific goals, and develop action steps for achieving the goals.

Students' Prior Knowledge:

Student success in any learning endeavor is dependent upon prior knowledge. The Missouri Comprehensive Guidance Program Curriculum builds on each student's prior knowledge and understanding in academic content, as well as comprehensive guidance content. Helping students develop a common vocabulary and common conceptual understandings rests upon the professional school counselor.

For the Career Development Strand, the common vocabulary for seventh graders includes:

Work	Job Responsibilities of Workers	College, University
Career	Interests	Strength, Limitation
Career Paths	Postsecondary Options	Ethics
Resume	Portfolio	Interview

For CD 9, the common conceptual understanding includes: the inter-relationship of one's personal skill (e.g., ethical behavior, work-habit skills, and attitudes), one's job-seeking skills, and work success and satisfaction.

At the seventh grade level, students are expected to have prior knowledge of:

The Concept and Titles of the Career Paths	Basic Goal-Setting and Planning Skills
The Importance of All Work	The Value of All Workers
Basic Interviewing Skills	Their Personal Characteristics