

Lesson D3–4

Finding a Job

Unit D. Employability in Agricultural/Horticultural Industry

Problem Area 3. Gaining Employment

Lesson 4. Finding a Job

New Mexico Content Standard:

Pathway Strand: Employability and Career Development

Standard: XIII: Know and understand the importance of employability skills.

Benchmark: XIII-C: Manage employment relations to hunt for a job, land a job, and advance within the company.

Performance Standard: 1. Seek, apply for, and accept employment to begin career objective.

Student Learning Objectives. Instruction in this lesson should result in students achieving the following objectives:

1. Describe information sources for job opportunities.
2. Develop a system to evaluate job openings.

List of Resources. The following textbook may be useful in teaching this lesson:

Lee, Jasper S., et al. *AgriMarketing Technology*. Danville, Illinois: Interstate Publishers, Inc., 1994.

Schroeder, Charles B., et al. *Introduction to Horticulture*, Third Edition. Danville, Illinois: Interstate Publishers, Inc., 2000.

Other Resources. The following resources will be useful to students and teachers:

Biondo, Ronald J. and Charles B. Schroeder. *Introduction to Landscaping: Design, Construction, and Maintenance*, Second Edition. Danville, Illinois: Interstate Publishers, Inc., 2003.

Biondo, Ronald J. and Dianne A. Noland. *Floriculture: From Greenhouse Production to Floral Design*. Danville, Illinois: Interstate Publishers, Inc., 2000.

Hunter, Sharon, et al. *Developing Leadership and Personal Skills*. Danville, Illinois: Interstate Publishers, Inc., 1997.

Ricketts, Cliff. *Leadership: Personal Development and Career Success*, Second Edition. Albany, New York: Delmar Publishers, 2003.

VAS U6001b, *Applying for a Job*. Urbana, Illinois: Vocational Agriculture Service.

List of Equipment, Tools, Supplies, and Facilities

Writing surface

Overhead projector

Transparencies from attached masters

Copies of student lab sheet

Terms. The following terms are presented in this lesson (shown in bold italics):

Career interest assessment

Direct calling

Job advancement

Job description

Job security

Placement service

Private employment agency

Public employment agency

Interest Approach. Use an interest approach that will prepare students for the lesson. Teachers often develop approaches for their unique class and student situations. A possible approach is included here.

Have students identify an adult with whom they are acquainted. Ask them to indicate the type of job this person holds. Ask the students to list possible methods of how this person found his or her job. Include information sources, such as the Internet, print media, and employment offices. Let this lead to a discussion of the various sources that are available for people looking for a job.

Summary of Content and Teaching Strategies

Objective 1: Describe information sources for job opportunities.

Anticipated Problem: What are the sources of information for job opportunities?

- I. Finding a job is a search process. The first step in the process involves locating information or sources for job opportunities.
 - A. **Placement services** help people find jobs. They are typically associated with high schools, post-secondary schools, and colleges and universities. These services are usually offered at no charge to students completing a program of study at the school. Specific placement services include:
 1. **Career interest assessments** are tests that help identify the types of careers that would match well with a student's interest.
 2. Résumé and application writing services involve instruction and training in how to write a résumé and how to fill out applications.
 3. Interview training involves instruction in how to act in an interview situation.
 - B. Employment agencies consist of two types public and private.
 1. **Public employment agencies** are operated by local and state governments.
 2. **Private employment agencies** provide many of the same services as public agencies, except they charge a fee.
 - C. Media include newspapers, magazines, radio, and television. All of these sources are used to advertise job openings.
 - D. The Internet is becoming an increasingly important source of information for job openings. Companies routinely list employment opportunities on their Web pages. Several communities list job opportunities in their area at their Web sites.
 - E. Friends and family are excellent sources of information. These individuals know you best. They can make you aware of jobs that would match your interests and goals.
 - F. **Direct calling** involves personally contacting employers to ask about job openings. These calls can be by telephone or in person.

Many techniques can be used to help students master this objective. Students need the suggested resources to help understand the sources of information for job openings. Have students read the appropriate sections in *Introduction to Horticulture*. Use TM: D3–4A to reinforce the content. Summarize the content on the classroom writing surface.

Objective 2: Develop a system to evaluate job openings.

Anticipated Problem: How can a job opening be evaluated?

- II. Opportunities in horticulture may be as entrepreneurs or as employees. An individual can be successful in either type of employment. Evaluating whether a potential job is right for a candidate involves researching certain topics.
 - A. **Job description**—this is a written explanation of the type of service to be performed by the job holder. Job candidates must make judgements as to whether they are suited for the work described.
 - B. **Job security**—this is an understanding as to how long the job will last. The job candidate must consider whether the job will be available for the short- or long-term.
 - C. **Training opportunities**—this is an explanation of the training and instructional programs the company offers. Will the job seeker be trained before actually starting the job?
 - D. **Job advancement**—this is the opportunity for job holders to advance in the company if their performance meets expectations. The job candidate should determine whether employees in higher positions began working for the company in lower positions.

Use a range of teaching strategies to illustrate the factors to be considered when evaluating a job opening. Have students read the appropriate sections in the *Introduction to Horticulture* textbook. Call upon students to discuss the similarities and differences in the occupations and careers listed. Have students complete LS: D3–4A to reinforce the factors to be considered when evaluating a potential job. Instruct students to list at least three other factors, such as health and physical requirements, working conditions, hours of work, relocation, etc.

Review/Summary. Focus the review and summary of the lesson around the student learning objectives. Call on students to explain the content associated with each objective. Use their responses to determine the areas that need to be retaught. Questions at the end of each chapter in the suggested reference may be useful.

Application. The activities at the end of the chapters in the suggested reference will be useful. The following lab sheet will also help students apply lesson content:

LS: D3–4A—Factors to Be Considered When Evaluating Job Openings

Evaluation. Evaluation should focus on student achievement of the lesson objectives. A sample written test is attached.

Answers to Sample Test:

Part One: Matching

1=a, 2=d, 3=c, 4=e, 5=b

Part Two: Completion

1=Placement services

2=job advancement

3=Interview training

4=Public

Part Three: Short Answer

1. Students can list any three of the following: placement services, public or private employment agencies, media, Internet, friends and family, and direct calling.
2. a. private
b. public
3. Students can list any of the following: job description, job security, training opportunities, and job advancement.

Test

Lesson D3–4: Finding A Job

Part One: Matching

Instructions. Match the term with the correct response. Write the letter of the term next to the definition.

- | | | |
|-------------------|--------------------|-------------------------------|
| a. direct calling | c. media | e. career interest assessment |
| b. job security | d. job description | |

- _____ 1. Personally contacting employers to ask about job openings.
- _____ 2. A written explanation of the type of service to be performed by the job holder.
- _____ 3. Includes newspapers, magazines, television, and radio.
- _____ 4. Test that helps to identify types of jobs that suit the interests of the candidate.
- _____ 5. An understanding of how long the job will last.

Part Two: Completion

Instructions. Provide the word or words to complete the following statements.

- 1. _____ are associated with schools and help people find jobs.
- 2. The ability to move up in a company is known as _____
- 3. _____ involves instruction in how to act in an interview situation.
- 4. _____ employment agencies are operated by local and state governments.

Part Three: Short Answer

Instructions. Use the space provided to answer the following questions.

- 1. List three sources of information for job openings.
 - a.
 - b.
 - c.

2. List the two types of employment agencies.
 - a.
 - b.
3. List three factors to be considered when evaluating a job opportunity.
 - a.
 - b.
 - c.

SOURCES FOR JOB OPPORTUNITIES

- **Placement services typically associated with schools.**
- **Employment agencies public and private.**
- **Media Newspapers, magazines, radio, and television.**
- **Internet becoming increasingly important.**
- **Friends and family most familiar with your interests and goals.**
- **Direct calling personally contacting employers to ask about job openings.**

Lab Sheet

Factors to Be Considered When Evaluating Job Openings

Purpose:

Job seekers need to evaluate job openings based upon several factors. This evaluation will help potential workers determine if the job is right for them.

Procedure:

Identify two job openings by using the sources for information about job openings. After you identify the jobs, answer the following questions with a yes or no.

	Job #1	Job #2
1. Does the job description fit your interests?	_____	_____
2. Does the future outlook of this job satisfy you?	_____	_____
3. Will the company provide training?	_____	_____
4. Will you be able to advance as rapidly as you would like?	_____	_____

Develop three other questions that include factors that would determine whether you took the job.