

# Job Search 101

## Course Description

Looking for a better way to conduct a job search? Would you like to get an interview every time you send out a cover letter? Look no further! In this introductory 20 hour course, you will learn all about finding your “perfect” employer, resume composition and valuable interview skills.

This course does not require any prerequisites. Course size limited to 20 students.

Dates	Time	Cost	Bring	Location
Saturday August 3 Saturday August 7 Saturday August 18	9:30 am – 4:30 p.m.	\$150.00	Resume, highlighters, removable storage device, and a great attitude	E2-12 Computer Lab

## Course Outcomes

At the end of this course you will be able to:

1. **Identify** potential employers (Anal)
2. **Assess** your resume (Eval)
3. **Prepare** for the interview (Syn)

## Learning Objectives

1. **Attendance and Participation**
2. **Identify potential employers (Anal)**
  - **List** the organizations (K)
  - **Review** benefits / incentives (C)
  - **Prioritize** the organizations based on relevance and desire (Anal)
  - **Confirm** final choices (Anal)
3. **Assess your resume (Eval)**
  - **Study** the various parts of a job description (K)
  - **Review** your current resume (work experience, skills, education) (C)
  - **Improve** your resume (Syn)
  - **Critique** a resume (group work) (Eval)
4. **Prepare for the Interview (Syn)**
  - **List** common interview questions (K)
  - **Formulate** responses using STAR (C)
  - **Conduct** a mock interview (App)
  - **\*Construct** resume and cover letter (Syn)
  - **Recommend** interview feedback (Eval)

## Evaluation and Grading System

### *Evaluation*

Participants are required to show up for each class, answer questionnaires, create/submit a resume and cover letter and take part in a mock interview. Please see tables below for specific grading criteria.

- In-Class – 50% (Identify potential employers 10%; Assess resume 15%; Interview 25%)
- \*Homework – 50% (resume 25%; cover letter 25%)

The course will be graded as a Pass/Fail. Minimum pass is 55%. They will receive their mark via email.

### *In-class Grading System*

<b>Rubric for Unit 1 – 10%</b>				
<b>Criteria/Weight</b>		<b>3</b>	<b>2</b>	<b>1</b>
<b>List the organizations (K)</b>	<b>2%</b>	Student successfully selects a list of four (4) favourable work organizations.	Student has difficulty selecting a list of work organizations.	Student is unable to select any organizations.
<b>Review benefits / incentives (C)</b>	<b>4%</b>	Student successfully interprets the organizations HR benefit package.	Student needs assistance interpreting the organizations HR benefit package.	Student is unable to interpret the organizations HR benefit package.
<b>Prioritize the organizations based on relevance and desire (Anal)</b>	<b>2%</b>	Student successfully groups the organizations in order of importance.  First choice, second and so forth.	Student has difficulty grouping the organizations in order of importance.  First choice, second and so forth.	Student is unable to group the organizations in order of importance.
<b>Confirm final choices (App)</b>	<b>2%</b>	Student successfully chooses an organization.	Student needs assistance choosing an organization.	Student is unable to choose an organization.

### Rubric for Unit 2 – 15%

Criteria/Weight		3	2	1
<b>Study</b> the various parts of a job description (K)	<b>3%</b>	Student successfully recalls all of the sections found in a job description.	Student needs assistance recalling the sections found in a job description.	Student cannot identify the sections found in a job description.
<b>Review</b> your current resume (work experience, skills, education) (C)	<b>4%</b>	Student successfully critiques their resume pointing out the various sections such as work experience, skills and education.	Student needs assistance critiquing their resume and may have difficulty when updating sections such as work experience, skills and education.	Student does not critique resume.
<b>Improve</b> your resume (Syn)	<b>4%</b>	Student can revise their resume and there are no grammatical, spelling or punctuation errors.	Student needs assistance revising their resume and there are a few grammatical spelling or punctuation errors.	Student's resume is not complete. Many grammatical, spelling or punctuation errors.
<b>Critique</b> a resume (group work) (Eval)	<b>4%</b>	Student consistently provides useful ideas and is open to advice when participating in the group.	Student provides useful ideas and is somewhat open to advice when participating in the group.	Student does not contribute to the critique and is not open to advice.

### Rubric for Unit 3 – 25%

Criteria/Weight		3	2	1
<b>List</b> common interview questions (K)	<b>5%</b>	Student successfully creates a list of five (5) common interview questions.	Student needs assistance creating a list of common interview questions.	Student work reflects very little effort in the creation of interview questions.
<b>Formulate</b> responses using STAR (C)	<b>5%</b>	Student successfully creates responses based on situation/task, action and result.	Student needs assistance preparing responses using situation/task, action and result.	Student's work shows poor responses using situation/task, action and result.
<b>Conduct</b> a mock interview (App)	<b>10%</b>	Student is completely prepared and has obviously rehearsed.  Listens intently. Genuinely waited for the interviewer to ask the question. Was not distracting.	Student seemed only somewhat prepared. Would require more rehearsal prior to interview.  Sometimes does not appear to be listening but is not distracting.	Student was not at all prepared for the mock interview.  Did not listen to the question, was distracting and interrupted interviewer.
<b>Recommend</b> interview feedback (Eval)	<b>5%</b>	Student willingly accepts feedback and incorporates feedback into situation/task, action and result.	Student accepts feedback but needs assistance incorporating into situation/task, action and result.	Student does not willingly accept feedback nor incorporate into situation/task, action and result.

## **\*Written Assignments**

The written assignment will consist of the actual creation of the cover letter and their resume. The cover letter/resume should be sent in one week after the class has finished. They will receive their mark via email.

### ***Homework Grading System***

<b>Rubric for Homework – 50%</b>				
<b>Criteria</b>	<b>Weight</b>	<b>3</b>	<b>2</b>	<b>1</b>
<b>*Construct</b> resume (Syn)	<b>25%</b>	Student successfully updates resume based on job description.	Student updates resume letter but not all key words are included.	Student does not update resume.
<b>*Construct</b> cover letter (Syn)	<b>25%</b>	Student successfully updates cover letter based on job description.	Student updates cover letter but not all key words are included.	Student does not update cover letter.