

Name:

### Students will be able to:

- Differentiate between different types of job boards
- Assess how online job boards and websites can be helpful to find different types of jobs
- Explain the importance of different sections within a job posting
- Summarize how LinkedIn can be helpful in searching for a job
- Analyze how face-to-face networking is important in the job search process
- Demonstrate the ability to read and find important information in a job posting



### INTRO

#### **QUESTION OF THE DAY:** What careers are Gen Z most interested in?

Answer the question on the first slide in the space below. Then, compare your answer to the answer on the second slide. Finally, follow your teacher's directions on how to answer the follow-up questions on the last slide.

#### **1. What careers are Gen Z most interested in?**



### LEARN IT

#### **ARTICLE:** How to Find a Job Using Job Boards and Websites

Figuring out what career you're interested in is hard enough, so you'll want to make the process of finding available jobs in your industry as painless as possible. Luckily, technology has made accessing jobs all over the world easier than ever before. However, this can also make it hard to know where to start. Read the article to learn more about online job boards and websites. Then, answer the questions.

#### **1. Describe the difference between the “big boards” and “niche job websites”.**

#### **2. Choose one of the best practices from the article and explain why you think it's important in the job search process:**

---

### **VIDEO:** [How to Read a Job Posting](#)

Not every job posting will look exactly the same, but they do tend to include the same types of information. Watch the video to learn what kind of important information is available to you in a typical job posting. Then, answer the questions.

- 1. Why is it important to pay attention to the company description and not just the job they're offering?**
- 2. How can the "role description" and "role responsibilities" sections help you in writing your resume and cover letter?**
- 3. If you don't meet the exact qualifications of a job posting, does that mean you will not get the job if you apply? Explain why or why not.**
- 4. What other information about a job can you think of that you might want to know before applying?**

---

### **ARTICLE:** [How to Use LinkedIn to Get a Job](#)

LinkedIn is a social media network for professionals that allows you to network, find jobs, and stay active in the professional landscape. This platform provides a unique opportunity to paint a picture of not just your professional background, but also who you are as a person. Starting at "14 ways to use LinkedIn to get a job," read the article to learn more. Then, answer the question.

- 1. Of the tips provided in the article, identify one that would be an area of strength for you and one that would be an opportunity for improvement. Explain why for both.**
- 2. Imagine you are applying for one of the jobs below. Create a snappy headline for your LinkedIn profile that would get the attention of recruiters.**
  - Ticket salesperson for a professional sports organization
  - Graphic designer for a tech company

 **DO IT****ACTIVITY: [FINE PRINT: Job Posting](#)**

In your job search you will most likely review many different job postings, and each one might look different from the next. Let's practice reviewing several sample job postings to build our confidence in being able to find critical information. Follow the directions on the worksheet to complete this activity.

 **LEARN IT****VIDEO: [How to Network Like a Pro](#)**

Whether it's a career fair, a professional organization's event, or any number of other functions, you will have opportunities to meet other professionals in your industry face-to-face. You don't always need to be the center of attention, but it's important to know how to handle yourself to take advantage of these opportunities. Watch the video to learn more about how to approach networking opportunities. Then, answer the questions.

- 1. What percentage of jobs are found through personal relationships? Does this figure surprise you? Explain why or why not.**
- 2. Your friend tells you they don't want to connect with anyone on LinkedIn before a networking event because they don't want to seem desperate. What would your advice be to this person?**
- 3. What is one go-to conversation starter you might use to introduce yourself to someone who's alone and also looking for someone to talk to at a networking event?**
- 4. What conversational tactic can you use if a conversation starts to lull?**
- 5. The video recommends following up with a personal connection. What are some ways you could do this?**



## EXIT TICKET

Follow your teacher's directions to complete the Exit Ticket.