

# **TECH PREP/MTAG CURRICULUM**

## **Job Readiness**

### **Lesson Plan**

Time Allotment: 10 hours  
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### **MODULE DESCRIPTION**

This module provides instruction, practice, and feedback in creating resumes, identifying jobs relevant to students' interests and qualifications, preparing job applications, and preparing for and participating in job interviews.

### **MODULE OBJECTIVE**

After completing this module, students should be able to complete the job search process in an effective and professional manner.

### **MTAG COMPETENCIES INTRODUCED**

A4.1 Match employee responsibilities to employer expectations  
A14.5 Write with accuracy, brevity and clarity  
A15.2 Organize an oral presentation  
A15.4 Demonstrate appropriate presentation demeanor

### **SCANS COMPETENCIES INTRODUCED**

C6: Organizes Information - organizes, processes and maintains information  
F2: Writing - communicates thoughts, ideas, information in writing  
F6: Speaking - organizes ideas and communicates orally  
F14: Self-Esteem - believes in ones self and maintains a positive view of self

### **PERFORMANCE CRITERIA**

- Given a job description, the student will be able to identify the knowledge and skills necessary to accept the responsibilities of the position and state his/her strengths and weaknesses as they relate to the responsibilities.
- The student will be able to write clearly, accurately, and succinctly.
- The student will be able to gather materials and conduct research in order to prepare a presentation that is appropriate to the needs and interests of the audience.
- The student will be able to present in a professional manner applying good speaking demeanor.

### **SEQUENCING**

Introduction

Elements of Getting a Job  
Planning for Resumes  
Creating Resumes  
Conducting a Job Search  
Completing Job Applications  
Preparing for Interviews  
Conducting Mock Interviews  
Following Up  
Module Conclusion and Evaluation

## **EQUIPMENT AND SUPPLIES NEEDED**

Overhead projector and screen  
White board and erasable markers.  
Computer lab with web access and, ideally, one computer per student.

**Instructor Note:** Students will be creating resumes during this module. If possible, Handout 2 can be distributed in advance and students should either bring the necessary information to class or complete the worksheet in advance. Students should also bring with them a disk on which to save their resumes.

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## **RECOMMENDED STUDENT PREREQUISITES**

Completed the following modules:  
Interpersonal Effectiveness  
Career Exploration.