PDEV 0802 - CAREER ESSENTIALS - GETTING HIRED

Catalog Description

Hours: 10 lecture
Description: Overview and explanation of the job search process, including the role of social media, personal branding and evolving employer expectations. Understanding and application of current job search techniques including finding and researching positions and companies, networking, resume writing, interviewing, and evaluating and negotiating job offers. (pass/no pass grading) (noncredit)

Course Student Learning Outcomes

- CSLO #1: Prepare specific responses and products that support the job search process.
- CSLO #2: Analyze potential positions and employers to determine whether they match the required preparation and whether the opportunity matches the career/life goals.

Effective Term

Fall 2019

Course Type

Noncredit

Contact Hours

10

Outside of Class Hours

20

Total Student Learning Hours

30

Course Objectives

1. Examine job search elements.
2. Summarize the role of networking and social media in job search.
3. Describe how to write resumes, cover letters and choose references when applying for jobs.
4. Demonstrate resume writing specifics including core components, format choices, and the importance of customizing to each position.
5. Explain interviewing preparation including researching the position, company and clothing choices.
6. Identify definitions of and techniques for answering different types of questions: standard, behavioral, surprise and illegal.
7. Discuss the day of the interview expectations and preparations, including non-verbal communications, what to bring, questions to ask.
8. Examine tips for after the interview--thank you letter, follow up, negotiations and job success.

General Education Information

- Approved College Associate Degree GE Applicability
- CSU GE Applicability (Recommended-requires CSU approval)
- Cal-GETC Applicability (Recommended - Requires External Approval)
- IGETC Applicability (Recommended-requires CSU/UC approval)

Articulation Information

- Not Transferable

Methods of Evaluation

- Classroom Discussions
  - Example: Instructor will divide class into triads following a presentation, handout and discussion about types of interview questions and how to approach answering them. The groups will practice answering two examples of each type of interview question. The roles are interviewer, interviewee and observer. At the end of each question type, students will share impressions and advice to the interviewee - as an 'employer' and as an outside observer. At the end of the practice, the instructor will lead a final discussion about problems encountered and help the class brainstorm possible answers to the identified most difficult questions. Students will then be part of mock interviews the next session and graded on both choosing the correct approach for their answer and the effectiveness of their answer.
- Projects
  - Example: Create a resume specific to a current job opening that matches your job goal. The rubric will include an evaluation of the appearance, presence of all required components, choice of the most effective format and tailoring to the specific job and company.

Repeatable

Yes

Methods of Instruction

- Lecture/Discussion
- Distance Learning

Lecture:

1. Instructor will present resume components and options for formats guided by a PowerPoint. Students will use handouts and lecture information to assess which format works best. Using the provided template, students will brainstorm relevant information that matches their chosen format. They will then type up a draft resume and bring two copies to class to be evaluated by peers using the Resume Peer Review handout. The drafts and peer reviews are submitted to the instructor for further review and feedback in preparation for a final draft.

Distance Learning

1. Instructor will provide information for students to read about the role and importance of elevator speeches. Students will watch a video on the do's and don'ts of preparing and delivering an elevator speech. Using a template provided by the instructor, students will write an elevator speech directed to their current industry or desired position. Students will post their elevator speech on the Discussion Board and comment on three others.

Typical Out of Class Assignments
Reading Assignments

1. Read article on current hiring practices and how they are different than in the past and be prepared to discuss. 2. Read resume handout and compile list of key questions and answers.

Writing, Problem Solving or Performance

1. Write a two paragraph cover letter that clearly states the position, why you are qualified, why this job/company fits you and expressing interest in meeting to talk more. 2. Write a resume in direct response to a job posting. Be sure to customize it to the position and the company. 3. Write, practice and present your elevator speech to use when networking.

Other (Term projects, research papers, portfolios, etc.)

1. Compile and organize a portfolio of class handouts, resume, cover letter, references list, salary requirements. 2. Create a LinkedIn profile including a professional photo, mission statement, education and work experience.

Required Materials
Other materials and-or supplies required of students that contribute to the cost of the course.

Access to internet to search for, research and apply for positions. Access to word processing to create resumes, cover letters, etc. Ability to print.