Digital Literacy: Job Search
Lesson Plan

Objectives
At the end of the lesson, students will be able to:
(1) Open an internet browser and the Careerbuilder job search engine
(2) Use the computer to search for various jobs
(3) Write down details about a specific job that interests them

Duration: 30 minutes

Preparation/Materials Needed: Copies of Student Guide: Job Search

Pre-Work: Students need to complete the three questions regarding their current employment, interests and preferred location to work.

Flow	Time	Presenter	Content/ Key Points to Cover	Teaching Approaches/ Student Guide
1	2 min.	Tutor	**Welcome/Review Workshop Objectives /Introductions** Objectives on white board or flipchart *At the end of the lesson, students will be able to:* (1) Open an internet browser and the Careerbuilder job search engine (2) Use the computer to search for various jobs (3) Write down details about a specific job that interests them	1. **Say:** Welcome to the Job Search class. 2. **Do:** Review the objectives (written on the white board or flipchart). Have students introduce themselves, as needed, if new to each other.
2	5 min.		**Overview** Searching for job openings online can benefit you in various ways. The most important benefit is convenience. From your home or from the lab at LVGH, you can access thousands of jobs. By looking online, you can search for jobs near you, or you can find out about jobs somewhere else in the country if you are thinking of moving. As part of our Career Pathways Program, we provide career counseling. You have access to a dedicated Career Pathways Facilitator, Leo Jones, who can help you put together a resume and apply for a job that you find online. After you complete today's class, you can follow up to make an appointment with Leo by calling him at LVGH: 860-233-3853 x26. He has an office in Hartford located across from classrooms #5 and #6.	1. **Say:** We will be spending time today learning how to search for a job online. Today's class will get you started thinking about and looking for jobs that might interest you. 2. **Ask:** How could searching for a job online benefit you? How many of you know about our Career Pathways program? **Note to Tutor:** See Overview points that you can share with students.

			Pre-Work Questions:	3. **Do:** If students have not completed the Pre-Work yet, ask them to complete the questions in their Student Guide.
			1. Are you currently employed? Yes ☐ No ☐ 2. What type of job or work are you interested in? 3. In what city, town, or state do you want to work?	
				Move to the Computer Lab.
3	**20 min.**		**Steps 1-7: Searching for a job Online using Careerbuilder** 1. Open up the internet browser Google Chrome (or another preferred browser of your choice). 2. In the address bar type in careerbuilder.com (or another job search engine) and hit enter. 3. Once on the website, type in the job that you want in the "job titles, skills, or company" bar. 4. Next, search the city or desired location in the bar to the right (you may also do a job search by location only if you are not sure what you want to do). 5. Click the "find jobs" button when all information entered. 6. Search through the list of results. You may click on job postings to get more information on each one. 7. When you find a job you are interested in, fill in as much information as you can on the next page.	1. **Say:** Let's start by opening up the internet browser Google Chrome. (If needed, remind students what a browser is: a computer application to view websites). Ask a student to read step #1. Point out the Google browser icon (multi-color circle) at the bottom of their screen and in their Student Guide). Have students complete the step. Assist, as needed. 2. **Do:** Ask students to take turns reading each step. Following each step, ask the class to complete the step using their Student Guide as reference. Most steps includes a picture of what they will see when they navigate the steps. Assist, as needed. **Notes:** **Re: Step #2:** Ask if anyone has heard of Careerbuilder. Explain that Careerbuilder is one example of a job search engine. Others include Indeed.com and Monster.com. **Re: Step #6:** Ask for a volunteer to define "job posting" (also called job description): an explanation of a job that an employer wants to fill. It includes such things as the job title, location, information about the job and company, and the requirements (or qualifications) to do the job. **Re: Step #7:** When students find a job that they are interested in, assist, as needed, as they fill out the Job Search worksheet in their Student Guide.

| 4 | 3 min. | | **Summary and next steps for students** | 1. **Do:** Ask students to share examples of jobs that they found with the class.

2. **Do:** Remind them that they can follow up with Leo Jones if they would like assistance applying for a job. Also, let students know to keep an eye out for upcoming workshops on resume writing, online job applications and other job readiness skills. |