

Life Skills Curriculum: School and Career

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School & Career: Activity Checklist

In this guide we talk about different things to know when going to school, searching for a job, and working in the U.S.

Which topics are you interested in?

- Learning about navigating the U.S. education system
- Higher education in the U.S.
- Communicating with a child's school
- Setting goals for getting or advancing in a job
- Preparing a resume
- Preparing for a job interview
- Finding a job
- Communicating at work
- Workers' rights

Are you interested in other school or employment topics?

- _____
- _____
- _____
- _____

School & Career: Glossary

Terms	
Higher education	School that happens after finishing high school
GED	General Educational Development; A test that allows the person to have a high school equivalency credential after passing
Head Start	Low-cost learning program for children under 5
School registration	Paperwork that allows a child to start going to a school
Immunizations	Shots that prevent illness
Absence	Not being at school or work
Goal	Something that you want to do in the future
Resume	A one- to two-page document listing someone's work experiences and skill
Employer	Someone who hires and pays workers (employees)

School & Career: Glossary

Terms	
Interview	When an employer wants to meet you and talk about your experience and skills for the job
Skill	Specific things that someone is good at doing
Word processor	A program that lets someone type documents on the computer
PDF	A way to save documents that is easy to send over email
Template	An outline of the document that can be filled in
Job search engine	A website that lets you search jobs that businesses have posted on the website
Scam	Someone trying to steal personal information or money
Professional clothing	Clothes to wear to an interview, such as pants or skirt suits and closed-toed shoes
Email	A way to send and get a message over the internet

School & Career

Which picture goes with each word?



Professional
Clothing



Resume



Interview



Email



Word
Processor

School & Career

Activity 1: School

Contents:

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Goals & Objectives:

1. Complete a role play activity calling your child's school and telling them your child will be absent.
2. Name 1 goal you have about starting or going to school (if applicable).

Needed materials:

- Device to access ReWA Life Skills Curriculum
- (optional) School forms

School & Career:

Activity 1: School

Conversation Questions: (Switchboard, 2019, p. 1)

1. What has worked for you before with going to school or having your child go to school in the U.S.?
2. What does not work for you with school or your child's schooling in the U.S.?
3. What might work for you for your situation now?



School & Career:

Activity 1: School

For this activity, please go through the information and complete the discussions/activities in the ReWA Education module, linked [here](#).

The module addresses:

- U.S. Education (Lesson 1, pp. 2-13)
- School Navigation (Lesson 2, pp. 14-25)
- Communication with School (Lesson 3, pp. 26-36)
- Higher Education (Lesson 4, pp. 37-45)



School & Career

Activity 2: Getting a Job

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Goals & Objectives:

1. Name 1 goal that you have with finding a job or working in a job.
2. Name 1-3 steps that you may need to take to accomplish your goal.
3. Start taking action on 1 step to get closer to your goal. This could be making a resume or finding 1-3 jobs that you are interested in.

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Activity 2: Getting a Job

Needed materials:

- Paper and writing utensil for setting goals
- Device to access job search websites
- Device with access to word processor (such as Microsoft Word or Google Docs) for making a resume

Conversation Questions: (Switchboard, 2019, p. 1)

What has worked for you before with having a job?

What does not work for you with having a job?

What might work for you for your situation now?



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Activity 2: Getting a Job

Before we talk about how to find or apply for a job, let's think about what you are hoping to do by setting some goals.

Setting goals:

- What is something that you would like to do related to work?
- What can you do to reach that goal?
- Is there a step that you can take soon to help you reach your goal?



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Activity 2: Getting a Job

Steps to getting a job:

1. Gather information
 - a. If needed, create a resume
2. Look for jobs
3. Apply for jobs
4. Follow up with employers
5. Prepare for an interview, if applicable



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Activity 2: Getting a Job

First, gather important information:

1. Work history
 - a. Where you have worked before
 - b. What you did at those jobs
2. Education and training
 - a. Any schooling or special training that you have
 - b. Name and location of the school that you attended
3. Skills
 - a. General skills (skills for working at any job, like being on time)
 - b. Specific skills (related to a job or field)
4. Languages
5. Professional references
 - a. People that you have worked with and could speak about your work positively
6. Documentation
 - a. Papers that show ability to work legally in the U.S.
 - b. Documentation does not go in a resume and an employer should not keep your papers.

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Activity 2: Getting a Job

You may want to put your information together to make a resume. This can be a good way to keep all of your information in one place.

A job description may also require a resume.

A resume is a one-page paper that has information about you to help an employer get to know your experience and skills.



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Activity 2: Getting a Job

How to make a resume:

1. Use a computer to type a resume.
 - a. You can use Microsoft Word if the computer has it, or you can use Google Docs for free.
 - b. Make sure that you can save the resume to access later (to the computer, to your Google account, or you can email the finished resume to yourself).
 - c. It is helpful to save resumes as PDF documents. Here is a video showing how to save Google Docs as PDFs.
2. Find a free template.
 - a. Free templates and how-to videos available here at the bottom of the page.
 - b. The template should be easy to read quickly.
3. If you plan to give your resume to an employer, print your finished resume.

School & Career:

Activity 2: Getting a Job

What to put in a resume:

1. Contact information
 - a. Name, phone number, and email
 - b. Use the standard U.S. phone number format: (317) 123-4567
2. Recent work experience
3. Language skills
4. Volunteer experience
 - a. Such as: translating for community members, helping community members
5. Education, including online trainings and courses

Formatting:

1. Use capital letters.
2. Use a font that is easy to read, such as Times New Roman size 12.
3. Put your most recent experiences first for work, education, and volunteering.

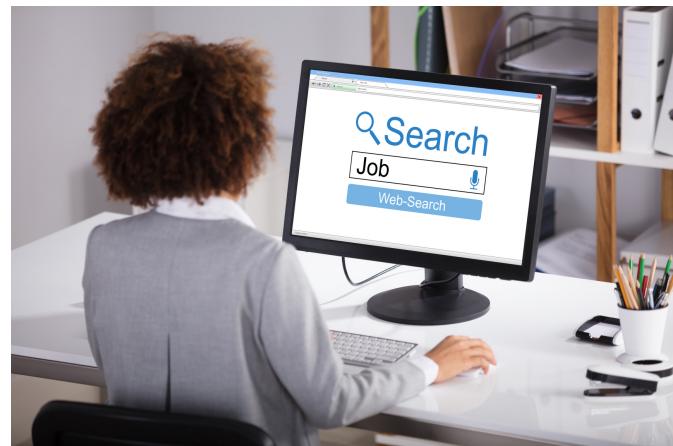
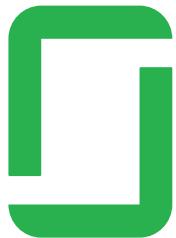
School & Career:

Activity 2: Getting a Job

Next, look for jobs:

1. Online

- a. Job search engine: Indeed.com, Glassdoor.com, Google job search
- b. Some websites, such as Indeed and LinkedIn, let you make an account and add your resume so that jobs can contact you directly.
- c. You will never have to pay to get a job. If an employer is asking for money on a job application it is a scam.



School & Career:

Activity 2: Getting a Job

Other places to look for jobs:

2. In your community
 - a. Sometimes there are "help wanted" or "now hiring" signs in neighborhood businesses.
 - b. You might need to fill out a paper application for these jobs.
3. With people you know
 - a. Tell people that you know that you are looking for a job.
 - b. Ask if people in your community can give a recommendation for you to their employer.



School & Career:

Activity 2: Getting a Job

Other places to look for jobs:

4. Employment Centers

- a. These centers can offer help with finding a job
- b. You can search for places to help with finding a job here.

5. Jobs fairs and networking events

- a. Job fairs are events where one or multiple companies give information to potential employees.
- b. Some job fairs are posted to the Indiana Department of Workforce Development here.
- c. Make sure to bring copies of your resume to give to employers. Wear professional clothes and go to the fair ready to talk about your skills and what you want in a job.



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Activity 2: Getting a Job

Once you find jobs, apply:

1. Make sure to submit all the information that the application asks for.
2. For some jobs you will apply online. For other jobs, you will apply with a paper application.

Follow up with the employer:

1. If it has been 2 weeks since you submitted the application, you can contact the employer to check on your application.
2. To reach out, use the contact information from the application or from their website.
3. Tell the employer that you are still interested in the job.
4. Thank the employer for their time.

School & Career:

Activity 2: Getting a Job

Finally, prepare for an interview:

Sometimes, an employer will require you to do an interview during the application process.

Before the interview:

1. Review the company, especially their mission and values, and the job description.
2. Prepare to answer questions and talk about your skills and why you would be good worker for the job.
3. Prepare your documentation, take extra copies of your resume and a list of professional references.

During the interview:

1. Get to the interview on time.
2. Smile and shake the hand of the interviewer.
3. Wear professional clothing.
4. Ask questions about the job.
5. Thank the interviewer for their consideration.

School & Career:

Activity 2: Getting a Job

Discussion

Based on the goal that you set earlier, what would be one thing that you could do next to get closer to that goal?

What resources might you need to access to get closer to your goal?

Do you have any questions about anything that we talked about?

Activity

If you do not already have one, work with your mentor on creating a resume.

If you do not have access to a computer, start your resume by writing your information on a piece of paper (you can always type it later).

You can also do a role play of completing a job interview with your mentor. [Here](#) is an example of some interview questions and answers.

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Activity 2: Getting a Job

Job Resources

- Indiana job resources and career training
- More information about getting a job and resources available on USAHello's website
- Refer to the "Indianapolis English Classes" and "Learning English" resource guides for information about building English proficiency while searching for a job.
- ReWA's "Workplace Communication" module, which is featured in the next activity, has helpful activities and discussions about topics related to finding a job.

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Activity 3: Workplace Communication

Contents:

Introduction.....	24-25
Link to ReWA curriculum and instructions.....	26

Goals & Objectives:

1. Complete a role play phone conversation telling your boss that you are sick.

Needed materials:

- Device to access ReWA curriculum

School & Career:

Activity 3: Workplace Communication

Conversation Questions: (Switchboard, 2019, p. 1)

What has worked for you before with having a job
and/ or communicating with people at work?

What has not worked for you with having a job
and/or communicating with people at work?

What might work for you for your situation now?

School & Career:

Activity 3: Workplace Communication

For this activity, please go through the information and complete the discussions/activities in the ReWA Workplace Communication module, linked [here](#).

The module addresses:

- Workplace Expectations (Lesson 1, pp. 2-14)
- Phone Communication (Lesson 2, pp. 15-29)
- Email Communication (Lesson 3, pp. 30-42)
- Communication with Coworkers (Lesson 4, pp. 43-51)
- Workers' Rights (Lesson 5, pp. 52-62)



Resources

- Activities and information about working in the U.S. is available on the SettleIn app (desktop and mobile), desktop app available [here](#).
- Additional activities, discussion questions, and resources are available on CORE's activity bank regarding employment [here](#).
- The University of Pennsylvania offers a free online "English for Career Development" course to teach participants about advancing their careers in America while learning English. More information [here](#).

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