

# Curriculum on College & Careers

“Civilian Careers and Jobs”



# College & Careers

- C1. Careers
- C2. Filling out a Job Application
- C3. Job Interviews
- C4. Preparing a Resume



# CIVILIAN CAREERS AND JOBS

C1. Discuss the resources and processes available for comparing different careers, and the aspects of a career you would want to know more about before making career decisions.



# What do you want to do . . . When you grow up?



- Do you have a strong desire to pursue a certain career?
- Are you already looking at jobs?
- Are you really talented at something?
- Do you have absolutely NO IDEA?



- Now's the time to start learning about jobs, careers, opportunities, and what's required to get a job in a field you're interested in.





# The World Changes

- The economy is a lot different than it was even 20 years ago. Don't make assumptions based on old information
- Whole job fields have collapsed in your lifetime!
- Whole new fields have opened up!
- Don't spend a lot of time and resources preparing for a career that won't exist in another 10 years



# Fastest Growing Industries

- Home Health Care Services
- Information Services
- Individual and Family Services
- Outpatient Care Centers
- Offices of other health practitioners
- Medical and diagnostic laboratories
- Other ambulatory health care services
- Support activities for mining
- Management, scientific, and technical consulting services
- Office administrative services
- Offices of physicians
- Warehousing and storage
- Computer systems design and related services

From BLS Statistics, 2018



CALIFORNIA  
CADET CORPS

# Industries with the Most New Jobs

- Food services and drinking places
- Individual and family services
- Communication
- Home health care services
- Offices of physicians
- Nursing and residential care facilities
- Computer systems design and related services
- Hospitals Local government educational services compensation
- Outpatient care centers
- Management, scientific, and technical consulting services
- Offices of other health practitioners
- Services to buildings and dwellings
- Education

From BLS Statistics, 2018



# Industries with the Most Job Losses

- Wired telecommunications carriers
- Newspaper, periodical, book and directory publishers
- Postal Service
- Printing and related support activities
- Apparel, leather, and allied product manufacturing
- Textile mills and textile product mills
- Plastics product manufacturing
- Semiconductor and other electronic component manufacturing
- Navigational, measuring, electromedical, and control instruments manufacturing
- Other miscellaneous manufacturing
- Foundries
- Communications equipment manufacturing

From BLS Statistics, 2018





# Research

- Lists like the ones shown here and many others are available from the Bureau of Labor Statistics (BLS)
- Our government collects lots of data about jobs, employment, and related information
- It's all available to you on the internet!
- It will help you understand the job market you're entering
- It will help you make the right decision about what careers to pursue in your future
  
- Type BLS Occupational Outlook Handbook into a search engine, and start exploring the world of employment in the US or California or your region



# What's in the OOH?

The BLS Occupational Outlook Handbook has:

- Hundreds of Occupations

- Employment projections for the next decade
- Job descriptions
- The normal work environment for each job described
- Description of what you do in each job
- How to get that type of job
  - Requirements like education or certification programs
- Average pay for each job
- State data regarding how many jobs there are now and projected to be
- Qualities needed to be successful in each job



# OOH

- The OOH also refers you to data at state and county levels
- Articles regarding the data in their surveys
- Search tool to determine:
  - What jobs are projected to grow at various rates
  - Jobs for different education levels
  - Jobs for different pay levels



# What's Important to You?

- In your job search, what is most important to you?
- Overall Salary
- Amount of education you'll need
- Job security
- A specific field you love
  
- Use the OOH to narrow your options
- At the click of a mouse, the OOH is even translated into Spanish!



# Other Programs

- There are MANY programs available that will help you determine careers or jobs that you have the aptitude for
- Your Career Counselor can help you with this
- Many free and fee-based programs on line to help you find what you're good at doing



# The Real Question

- The real question for you is not “Can I go to college?”
- It’s “What do I need to do to enter the career field I want a job in?”
- Higher education, statistically, promises better jobs and higher salaries
- But it doesn’t make sense to spend four or more years in college if your dream job doesn’t require a college degree
- If you don’t have a “dream job” in mind, higher education may put you in a position for greater success as you make career decisions later in life



# Check on Learning



# FILLING OUT A JOB APPLICATION

C2. Describe the job application process, and important aspects of submitting a job application that will make you more successful.





# Applying for a Job

It's likely you'll be applying for a job soon – even just a part-time job that helps you get by in college

- How do you find a job?
- How do you apply?
- What are some basic rules regarding the process?
  
- This lesson will address these questions!



# Finding a Job

- Networking! Where do your friends and family work?
- On Line
- State Employment Development Department
- Walk In to a Store, Restaurant, etc.



# The Application

- Pick up an application at the business
  - If you're going to fill it out there, make sure you have a pen!
  - Bring important data with you:
    - Full name & contact info for previous employers
    - Full name & address & contact info for schools you've attended/graduated from
    - Names a& contact info of references
    - Dates of school graduations
    - Dates of previous employment (at least to the month)
    - Salaries paid in previous jobs
- Download or fill out an application on line
- If you turn in an application full of blanks, what does that say about you?



# Proof & References

- Depending on the job, be prepared to provide examples of your work
  - i.e. photo of a carpentry project
  - Text you've written
- Employers often want references – someone who can tell the employer something about you
  - Past employers
  - Friends
  - Teachers
  - Colleagues
- Don't use relatives as references
- Check with the person you're going to list BEFORE you list them!



# Cover Letter

- If you're mailing in a job application, include a cover letter
- States the job you're applying for
- Why you're interested in that job or the company
- Qualifications that make you the person they should hire
- Great way to emphasize your resume
  - Important information you want to ensure they see
  - Important information not in your resume
- Keep it brief
  
- Have someone proofread it!!



# Check on Learning



# JOB INTERVIEWS

C3. Identify common aspects to job interviews and how you can best prepare to be more successful in the interview process.

Tips from the website Live Career

<https://www.livecareer.com/career/advice/interview/job-interview-tips>



# Research

## **Conduct Research on the Employer, Hiring Manager, and Job Opportunity**

- Understand the employer, job requirements
- Know the background of the person interviewing you
- Scour the organization's website & other materials, search engines, research tools
- Ask questions about the company in your network of contacts





# Common Interview Questions

## Review Common Interview Questions and Prepare Your Responses

- Prepare responses to expected interview questions
- See if you can determine before the interview who will be there
- Determine what you'll be asked
- Compose detailed yet concise responses that focus on specific examples and accomplishments
- Put your responses into a story you can tell in the interview
- Develop talking points



# STAR Interview Technique

- **Situation – Task – Action – Result**
- Best with competency-focused questions
  - *Tell us about a time when . . .*
  - *Share an example of a situation where . . .*
- **Situation:** describe the context within which you performed a job or faced a challenge at work
- **Task:** describe your responsibility in that situation
- **Action:** describe how you completed the task or met the challenge. Focus on what you did
- **Result:** explain the outcomes or results generated by the action taken. You might emphasize what you accomplished or learned



# Dress for Success

- Outfit that fits the organization & its culture
- Professional appearance
- Better to be overdressed than underdressed
- Wear clothing that fits, is clean, and pressed
- Keep accessories and jewelry to a minimum
- Don't smoke or eat right before the interview
- If possible, brush your teeth or use mouthwash before arrival



# Be On Time

- No excuse for arriving late to an interview
- Aim for 15 minutes prior
  - Complete additional paperwork
  - Allow yourself time to get settled
  - Observe the dynamics of the workplace
- Relax!
- Be prepared!



# First Impressions

- Be polite
- Offer warm greetings to everyone you meet
  - Employers may seek input from their staff
  - Rudeness to a secretary or parking attendant may derail your success!
- The impression interviewers get in the first few seconds of meeting you can make or break an interview
- Dress well
- Arrive early
- Greeting: stand, smile, make eye contact, offer a firm but not bone-crushing handshake
- Display a positive attitude
- Express enthusiasm



# Body Language

- Poor body language can be a distraction
- It could even be a reason not to hire you!

## Positive

- Smile
- Eye Contact
- Solid Posture
- Active Listening
- Nodding

## Negative

- Slouching
- Looking off in the distance or ground
- Playing with a pen
- Fidgeting in a chair
- Brushing back your hair
- Touching your face
- Chewing gum
- Mumbling



# Response Delivery

**Be Authentic, Upbeat, Focused, Confident, Candid, and Concise**

- Key to success: quality & delivery of your responses
- Strive for Authenticity – respond truthfully
- Provide focused responses that showcase your skills, experience, and “fit” with the job/employer
- Provide solid examples of solutions & accomplishments
- Keep it short and to the point
- Avoid long, rambling responses
- Never badmouth a previous employer, boss, or co-worker



# Remember Body Language!

## •Positive

- Smile
- Eye Contact
- Solid Posture
- Active Listening
- Nodding

## •Negative

- Slouching
- Looking off in the distance or ground
- Playing with a pen
- Fidgeting in a chair
- Brushing back your hair
- Touching your face
- Chewing gum
- Mumbling





# Ask Insightful Questions

- Shows your interest in the job
- Shows you've done your research
- Shows you're curious
  
- The smart jobseeker prepares questions to ask before the interview, adding anything that arises during the interview



# Sell Yourself & Close the Deal

- An interview is like a sales call
- They'll hire the jobseeker who does the best job responding to interview questions and showcasing his/her fit with the job, not necessarily the most qualified applicant
- You are selling your ability to fill the organization's needs, solve its problems, and propel its success
- Ask about the next steps in the process and the timetable they expect to make a decision about the position



# Show Your Appreciation

- Courtesy and Politeness go far in interviewing
- Thank each person who interviews you before you leave
- Write thank-you emails or notes immediately



# Final Thoughts

- Succeeding in job interviews takes research, practice, and persistence
- The more effort you put into preparation, the more success you'll see in getting job offers
- Put these tips into action and prepare for success!



# Check on Learning



# PREPARING A RESUME

C4. Draft a resume that uses all the common sections included in most resumes, properly conveying information that will market you to a hiring manager.



# Resume = Introduction

- Resumes are still a critical step in hiring process
- Resumes won't get you the job, but they may get you the interview
- There are different types and formats for resumes
  - Many on-line resume builders
  - Some employers have on-line fill-in resumes
- You want yours to stand out, but not outlandishly
- Hiring Manager will spend only seconds looking at your resume – make them look again by thoughtfully giving them the information they're seeking



# Clear, Concise, Flawless

- You want the important information to be presented clearly
- You need to include certain types of information
- It needs to be short and to the point – One Page!
- Sell your skills and experience, or whatever you have to offer





# Format

- Can be conventional
- Can express your personality
  - Not necessarily good with conventional employers
- Depends on the nature of the company/job
- Depends on the outlook of the hiring manager
- Most popular format is reverse chronological
- Many applications available on line
- For high-level jobs, it's worth it to seek professional assistance



# In Your Resume:

- Header
  - your name and contact information
- Summary Section
  - high-level overview of your qualifications, what you can do for the company
- Work Experience Section
  - current and previous positions held – can include volunteer service
- Skills Section
  - hard and soft skills you possess that relate to the job you're seeking
- Education Section
  - degrees and certifications you have earned



# Practical Exercise

You are a cadet leader in the California Cadet Corps. Your objective is to be a Primary Staff Officer on the 10<sup>th</sup> Corps Staff. Draft a resume that convinces the 10<sup>th</sup> Corps Commander that you are an excellent candidate for one of the coveted positions.



# Check on Learning