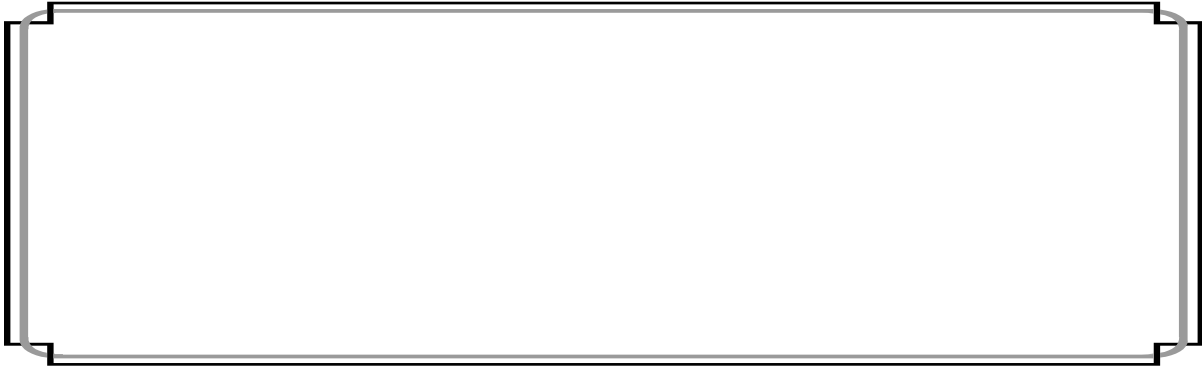


EMPLOYMENT PREPHASE

Finding our first jobs can be very exciting and rewarding. However, it might not always be easy. Some of us may not know how many skills we have to offer.

Can you describe qualities that you have other than work experience which would be important to a potential employer?

I AM:

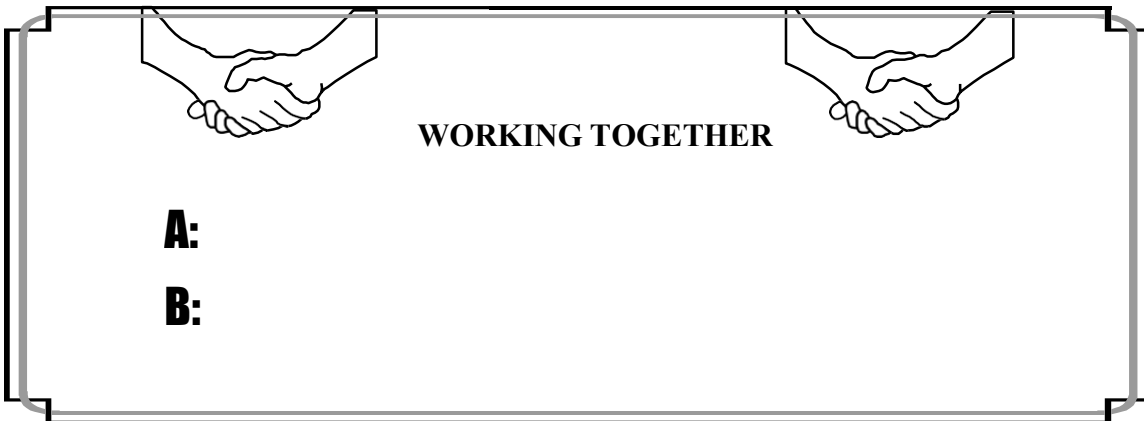


In the following exercises, we will work on additional skills important to potential employers.

TEAMWORK:

A. *Why do you think it is important to be able to work as part of a team?*

B. *What personal qualities do you think are important in a good team member?*



C. Steve, Kelley, and Laura work together in a warehouse. Their manager asks them to unpack and shelve a shipment of cereal boxes. Steve and Laura talk about how best to work together. They suggest that the most effective way to accomplish their task is if one of them would open the boxes and the other transport the cereal boxes over to the shelves and the third person would stock the shelves. However, Kelley states that she does not like Laura and, therefore, does not want to work with her. She prefers to work by herself. *How do you think this effects everybody's ability to accomplish this task?*



How could they work together to resolve their conflict?

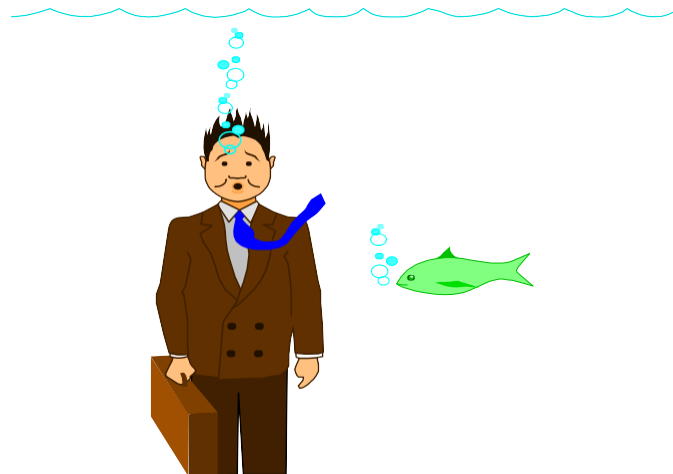
DECISION MAKING/PROBLEM SOLVING:

We all have to make many decisions and solve problems every day. We have to evaluate the pros and cons and use our judgment to come up with the best possible solutions. Our ability to make good decisions and to solve problems in the work place is based on the same principles and valuable to every employer.

Tamara works in a shoe store. All of a sudden she hears water running. As she goes to the back of the store, she sees that a pipe is broken and that water is gushing out onto the floor. Tamara does not know what to do. She decides to wait for the manager to return from her lunch break.

A. What do you think happens to the store in the meantime?

B. How would have you handled this situation?



COMMUNICATION:



Why do you think good communication skills are important to an employer?

Do you think you have good communication skills? _____

TAKE AN INVENTORY!

Do you usually get your point across?	Yes	No
Do you use the most appropriate language to express yourself?	Yes	No
Do others understand what you want to say?	Yes	No
Are you able to listen to others?	Yes	No

If you answered no to any of these questions, can you think of any way to improve your communication skills?

STRATEGY TO IMPROVE MY COMMUNICATION SKILLS:

ABILITY TO FOLLOW DIRECTIONS:

The ability to follow directions enables us to learn and to do our job.

A Kathy works in a women’s clothing store. The manager asked her to close the store by herself for the first time. The manager explained to Kathy in detail how to lock the doors and turn on the alarm. Kathy was preoccupied and thinking about the date she had that night. When Kathy was closing the store she was in a hurry and could not remember how to secure the store. The next morning when Kathy arrived at work she saw a police car in front of the store. The store had been broken into over night. *Why do you think the store was broken into? How could the break-in have been prevented?*

B Dan works as a prep cook in a restaurant and likes his job. One day, when it was very slow the restaurant manager asked Dan to clean the floors. Dan got angry and stated that cleaning the floors was not his job and he refused to do it. The manager explained to him that it was not really busy and he really wanted him to clean the floor. Dan got angry and loudly refused again. The manager fired him. *What would you have done in Dan’s situation?*

What would you have done as Dan’s employer?

Sometimes it might be difficult to take directions.

Under what circumstances do you have difficulties following directions?

What can you do to increase your ability to follow directions?



JOB HUNTING

Job hunting might be exciting for some of you, while others feel somewhat anxious. Circle the words and phrases you associate with looking for employment.

PROUD

AMBIVALENT

NERVOUS

SHAKY

ENERGETIC

HAPPY

OPPORTUNISTIC

EXCITED

BORED

FRUSTRATED

DON'T CARE

INSECURE

OTHERS: _____



Explain why you associate certain feelings with job hunting:



Read the following examples:

Example 1:

Sam is 16. His foster mother and social worker both have told him that he needs to find a part-time job. Sam thinks that he won't be able to find a job because he does not have any experience. He is standing in front of a fast food store and is about to go inside to ask for an application; however, he turns around and goes back to his foster home because he is convinced that they would not hire him anyway.

Example 2:

Susan is 17. She has decided that she will try to find a part-time job. She does not look forward to the working experience but she would like to earn money to buy clothes and a new stereo. As she is standing in front of the department store, she decides that she is not sure if she wants to get an application. Susan is afraid that she will not have enough time to spend with her friends.

Example 3:

John is 16. He would like to find a job. He thinks that he will like working and a job will provide him with good work experience. However, he is nervous and afraid that he will "mess up." John goes to a gas station which is looking for a gas attendant. As he asks for the manager, he feels scared and has a knot in his stomach. He is not sure if he can go through with this because he feels so nervous.

Can you identify with any of these examples?

Do you have any advice for John, Susan, or Sam? If so, write your advice in the box below.



Most of us have to apply for a job numerous times before becoming employed. That sometimes can be discouraging. However, it is important to continue with your job hunting efforts and **never give up.**

How many times do you think an adolescent has to apply for a job before obtaining employment?



1

5

10

25

More than 25?

EXPLAIN YOUR ANSWER:

Exercise: Fill in the empty spaces and find the end for the following story.

Joe is 16. He is trying to find a job. He is willing to work hard and is very motivated. Although he has put in employment applications at six different stores and gas stations, he has not gotten an interview yet. He feels _____ and _____. He is not sure whether or not he will continue his search. Joe goes over to his friend Bill's house. Bill has a job at a fast food restaurant and told Joe that he had to apply _____ (number) times before he got his job. He now feels that his job was worth the wait. He enjoys working and earning money. While they were talking, their friend Dennis stopped by and joined the discussion. Dennis told Bill and Joe that he had applied for a job once and was turned down. Dennis thinks that Bill just got lucky because many places won't hire adolescents anyway. One his way home, Joe thought about what Bill and Dennis had said and came to the following conclusion:

VOLUNTEER WORK

I tried very hard to find a job and put in many applications. Nobody wanted to hire me because I didn't have any work experience. After talking with my social worker, I decided to get a volunteer position at the YMCA. Although I didn't get paid, I liked it. Five weeks later, I got a part-time job because I had some work experience and was able to use my supervisor at the Y as a reference.

Maria, 16



You might want to evaluate whether or not volunteer work might be a good option for you.

Name Some of the Advantages Of Volunteer Work:

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Name Some Of The Disadvantages of Volunteer Work:

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Here are some types of organizations which usually look for volunteers:

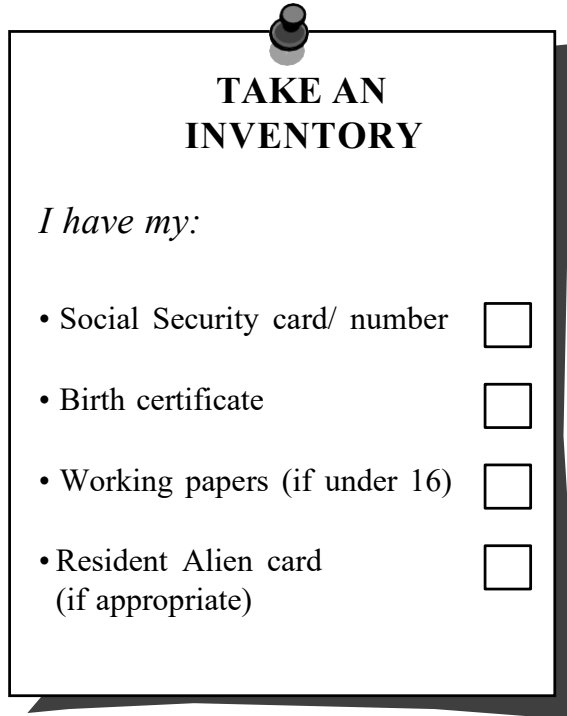
- Animal Shelters
- YMCA's
- Nursing homes
- Hospitals
- Environmental Organizations
- Community Organizations
- Special Olympics
- Food Pantries & Soup Kitchens
- Salvation Army

... AND MANY, MANY MORE!!!



GETTING READY

Before you begin to look for a job, make sure that you have all the necessary documents and working papers.



**TAKE AN
INVENTORY**

I have my:

- Social Security card/ number
- Birth certificate
- Working papers (if under 16)
- Resident Alien card (if appropriate)



ACTIVITY

Contact your local Social Security Office to find out how to obtain or replace a Social Security card.



ACTIVITY

Contact City Hall or the State Department of Public Health to find out how to obtain a copy or replace your birth certificate.