

Topic: Student Assessment

Objective:

When you complete this activity you will have:

- A better understanding of what your student's work history is like.
- A working knowledge of what employment related vocabulary your student understands.
- A better perspective of what your student's job search goals are.

Resources Needed:

- Pencil or Pen

Questionnaire

- Administer the questionnaire with your student with you as the scribe. See Pathways to Success –Student Questionnaire below.
- Take additional notes related to student's prior knowledge and understanding of employment relevant vocabulary.
- Use the information gathered to determine where you will begin in the workshop progression. See Pathways to Success Workshop Progression that follows.

Pathways to Success – Student Questionnaire

Date: _____ Student Name: _____ Volunteer Name: _____

Are you currently employed? _____

If so, what is your current position? _____

Why are you seeking a new job? _____

If not, when were you last employed? _____

What type of job was (is) it? _____

What did (do) you like about that job? _____

What did (do) you dislike about your job? _____

What do you think you did (do) well at your job? _____

Tell me something that was (is) hard for you at your job. _____

Do you like to do the same thing everyday? _____

Do you like challenges? _____

Did you work in your native country? _____

What did you do? _____

What level of schooling have you completed here or in your native country? _____

Do you have any special certifications or training? _____

How do you typically "look" for a job? _____

Have you ever filled out an application for employment? _____ On paper? _____ Online? _____

Do you have a resume? _____

Have you ever been interviewed for employment? _____

If so, how did it go? _____

Can you tell me what skills you have? _____

Do you have an email address? _____

What are the goals you'd like to accomplish by working with a career coach? _____

Pathways to Success – Workshop Progression

1. Student Interview with “Coach” to assess needs, where to begin, etc.
2. Introduction to Seeking Employment
 - a. Identifying skills
 - b. Identifying ideal job
 - c. Where to look for employment
 - d. How to read employment ads
 - e. How to fill out applications – paper and online
(Including following instructions, completing the entire form, creating a work history, identifying/quantifying work accomplishments)
 - f. Creating an elevator speech
 - g. How and where to network
 - h. Salary **there is no lesson for this, but it is something you should discuss with your student
 - i. What do you need to make
 - ii. What are average pay scales for specific jobs
3. Building a Resume
 - a. Dos and Don'ts of resume writing
 - b. Writing cover letters
 - c. Follow job specific procedures for submitting
 - d. Follow-up on a submitted resume and cover letter**not in lesson, but should be discussed with student
4. Preparing for an Interview
 - a. How to dress
 - b. How to prepare- all materials ready, tailor your skills to this particular position, learn about the company, what to take with you
 - c. Questions to ask
 - d. STAR statements – situations, task, actions, results
 - e. Mock-Interviews
 - f. Mock-Job Fair
 - g. Thank you letter
5. Maintaining Employment
 - a. What a good employee looks like.

**Panel with Former students **If available