

HS.HECPS.D.1

STANDARD STATEMENT:

Prepare to apply for an entry-level job related to future career goals.

ESSENTIAL QUESTIONS:

By the end of the unit, students should be able to answer:

- How can preparing effectively for a job application and interview increase my chances of securing employment?
- What strategies can I use to navigate job searching and application processes while considering my personal and cultural background?

PNWFCU LESSONS THAT MEETS THE STANDARD:

- [Earning Potential](#)

SUPPORTING RESOURCES:

- [Oregon Higher Education & Career Path Skills](#)
- [Career One Stop](#)
- [O*Net Online](#)
- [Youth @ Work](#)
- [Big Future by College Board – Career Search](#)
- [Skill Up](#)

POTENTIAL STUDENT ACTIVITIES:

Examples of ways to prepare to apply for an entry-level job in relation to future academic and career goals:

- Identify Resources to Find a Job
- Navigate Technology and Job Search Platforms to Find Relevant Opportunities

- Examine Cultural Differences in Communication and Workplace Behaviors
- Develop Professional Communication Skills in Email, Phone, and Text Etiquette
- Read and analyze a job description
- Build a List of References (Differentiation of References as Personal, Professional, and Who References Can Speak To)
- Fill Out a Job Application

Pre-interview - Preparing for an interview:

- Carefully Examine the Job Description
- Consider Why You Are Interviewing and Your Qualifications
- Perform Research on the Company and Role
- Learn About the Product or Service
- Request a Sample of the Product (if applicable)
- Practice Answering Common Interview Questions (in-person and on video/timed)
- Make a Great First Impression
- Share Your Strengths and Qualifications Related to the Position
- Bring Necessary Documents
- Prepare for Tests or Evaluations (if applicable)
- Stay Calm and Confident

QUESTIONS:

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