



**EMPLOYMENT FILM SERIES**

*Classroom Guide*

**PART ONE:**

The Job  
Hunt

**PART TWO:**

The  
Interview

**PART THREE:**

On The  
Job



The Chamber

The Greater Springfield Chamber of Commerce



### ■ **ACTIVITY ONE: Summarize the Actions**

Summarize in a few sentences how each character handled these job issues.

	<b>Dara</b>	<b>Adam</b>	<b>Brittney</b>	<b>Carl</b>
<b>APPLICATION PROCESS</b>				
<b>THE INTERVIEW</b>				
<b>ON-THE-JOB CONFLICTS</b>				

## ■ **ACTIVITY TWO: Role Play**

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In the film series, each character had a job interview. Put yourself in the interviewer's position and write a letter to each character, describing in detail why he or she was or was not successful in getting hired for each job. Include mistakes made, actions handled correctly and your impressions of each character's performance during the interview process.

1. **Brittney:** Fit Club Desk Clerk
2. **Carl:** Schnucks' Bagger
3. **Adam:** Core Lab Technician
4. **Dara:** Employment Office Receptionist

## ■ **ACTIVITY THREE: ABC Brainstorming**

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Before showing the videos, ask students to write the alphabet on a piece of paper, leaving space for writing after each letter. Then with a partner, brainstorm concepts about job hunting, interviews, and keeping a job that begin with specific letters.

- Students can be assigned specific letters, or the entire alphabet.
- After viewing the film, the students can return to their original brainstorming.

*What now can they add? Can they verify or correct information?*

- Have them share their favorite or most meaningful ideas with the class.


## ■ ACTIVITY FOUR: Contrast and Compare Chart

Use this chart to compare the different characters.

<b>CARL ■ DARA</b>		<b>ADAM ■ BRITTNEY</b>
<b>How are they different in the following ways?</b>		
	<b>APPROPRIATE DRESS</b>	
	<b>EYE CONTACT</b>	
	<b>COMPLETING APPLICATIONS</b>	
	<b>RESEARCHING COMPANIES</b>	
	<b>USING CELL PHONES</b>	
	<b>REFERENCES</b>	
	<b>QUESTIONS AT THE END OF INTERVIEWS</b>	
	<b>FIRST IMPRESSIONS</b>	

## POCKET RESUMES

A Pocket Resume is a very beneficial tool for students to have when filling out job applications on the spot. They include pertinent information relating to work experiences and references, and can assist a student in completely filling out the application. A sample has been provided for you and additional Pocket Resumes can be obtained by calling the Regional Office of Career and Technical Education at (217) 529-3716

 <b>Regional Office of Career &amp; Technical Education</b> 2450 Foundation Drive, Ste 300 Springfield, IL 62703 Mary Jo Wood, Director   529-3716		<b>POCKET RESUME</b>		
<b>WORK EXPERIENCE</b>		<b>PERSONAL INFORMATION</b>		
1) COMPANY		NAME		
POSITION		ADDRESS LINE 1		
SUPERVISOR		ADDRESS LINE 2		
DATES WORKED		CITY/STATE/ZIP		
2) COMPANY		PHONE 1		
POSITION		PHONE 2		
SUPERVISOR		BIRTHDATE		
DATES WORKED		SOCIAL SEC #		
3) COMPANY		SELECTIVE SERV #		
POSITION		<b>EDUCATIONAL INFORMATION</b>		
SUPERVISOR		GRADE SCHOOL		
DATES WORKED		ADDRESS		
<b>REFERENCES</b>		CITY/STATE/ZIP		
1) NAME		DATES ATTENDED		
ADDRESS		FROM GRADE	TO GRADE	
PHONE		JR HIGH SCHOOL		
EMAIL		ADDRESS		
2) NAME		CITY/STATE/ZIP		
ADDRESS		DATES ATTENDED		
PHONE		FROM GRADE	TO GRADE	
EMAIL		HIGH SCHOOL		
3) NAME		ADDRESS		
ADDRESS		CITY/STATE/ZIP		
PHONE		DATES ATTENDED		
EMAIL		FROM GRADE	TO GRADE	

## ■ CAREER CRUISING

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Career Cruising is a complete online guidance system that has been designed with one goal in mind: to help students plan for their futures. Included in this program are assessment and resume tools, detailed occupation profiles, and comprehensive post-secondary education information. This online guidance system enables students to:

- Use the career matchmaker tool to identify potential careers that meet needs and goals
- Learn about specific skills needed for those careers
- Learn how careers relate to particular skills and areas of interest
- View multimedia interviews
- See direct links between careers and education programs
- Begin educational planning
- Obtain detailed information on colleges, universities and other training options
- View financial aid information
- Develop career portfolios
- Use the resume builder to create and refine resumes for beginning job search activities

CAREER CRUISING has been provided to school districts and schools throughout the Greater Springfield area by the Regional Office of Career and Technical Education (ROCTE).

- **To access Career Cruising**, go to **www.careercruising.com** and enter the school's UNIQUE USERNAME and PASSWORD.

*(If the school's username and password are not known, please contact the guidance department or phone the ROCTE office at (217) 529-3716 for more information.)*

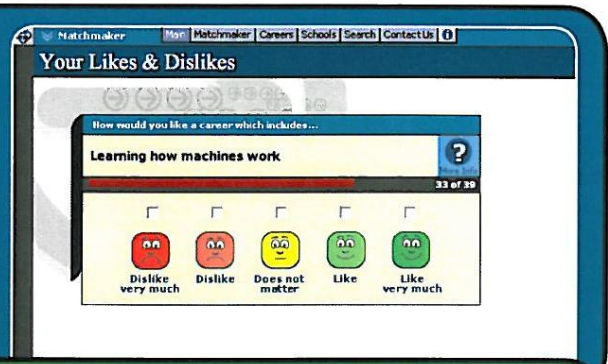
LINCOLN LAND COMMUNITY COLLEGE also works with Career Cruising, and students' portfolios can be transferred to LLCC for continued work, review by Faculty and Advisors, and assistance from the Career Development Services office.

- **For more information about Career Cruising at LLCC**, please contact Career Development Services at (217) 786-2210.

# Get the *Inside Story* on Careers

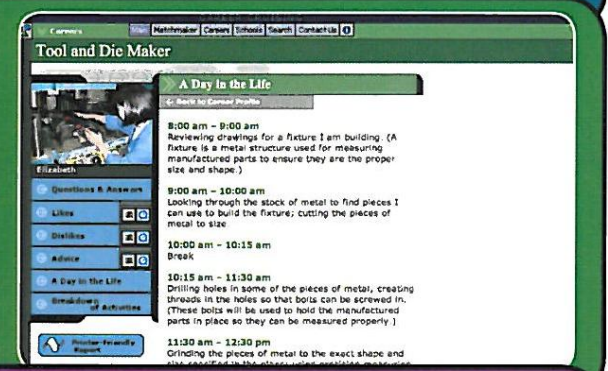
## Find the Right Career

Find careers that match your interests using Career Matchmaker, the world's best online career assessment tool.



## Explore Careers

Learn about hundreds of different careers – everything from accountant to zookeeper. Get the “inside story” on careers by checking out multimedia interviews with real people.



## Explore Schools and Financial Aid

Search for schools that offer the education and training you need. Find financial aid programs to help you achieve your goals.



## Website Access

To access Career Cruising, go to [www.careercruising.com](http://www.careercruising.com) and enter your username and password.

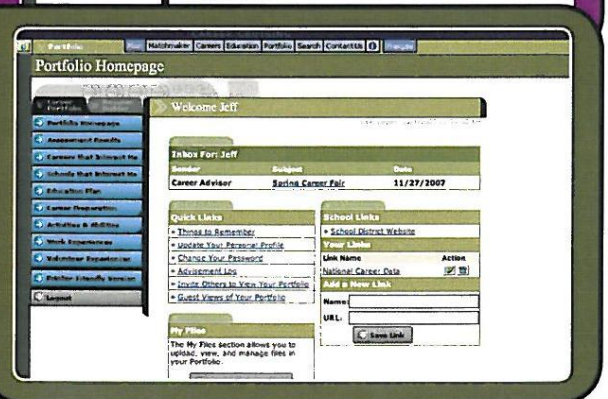
USERNAME:

PASSWORD:

[www.careercruising.com](http://www.careercruising.com)

## Build Your Own Portfolio

Keep track of your career exploration activities, plan your future, and create a resume.



## ■ GUIDED TOURS: How to use

## CAREER CRUISING

*This document provides a brief walkthrough of the main components and features in Career Cruising. For more detailed information about Career Cruising's features, please consult the User's Guide.*

### STEP 1: START CAREER CRUISING

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**Username:** \_\_\_\_\_

**Password:** \_\_\_\_\_

Go to **www.careercruising.com**. On the Career Cruising homepage, enter your USERNAME and PASSWORD, and click "Start Career Cruising."

Once you have logged in, you will see the "Career Cruising" Main page. From here, you can access all of the tools and features in the program. To return to this page at any time, click on the "Main" button in the menu at the top of the page.

### STEP 2: COMPLETE CAREER MATCHMAKER

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The Explore Assessments section offers a number of assessment tools to help you discover your skills, abilities, and learning preferences, and then use that information to identify suitable career options. Career Cruising's cornerstone assessment tool is Career Matchmaker – an interactive interest inventory that helps you find careers that match your interests and understand how those interests and career choices are related. Let's begin by walking through Career Matchmaker.

1. Click on the "Assessments" button in the menu bar at the top of the page.
2. Click on the "Career Matchmaker" link.
3. Enter your first and last name, and click "Start Now!"
4. Read the instructions, then click "Start."

Answer the first 39 questions. If you are unsure of the meaning of a question, click on the blue "More Info" button for a brief explanation. After you finish the first round of questions and get your initial list of suggested careers, we strongly recommend going through the second round of questions.

- Click on the "Answer More Questions" link in the "Improve Results" section, located on the right side of the "Career Suggestions" page.
- Answer as many of these additional questions as possible, then click the gray "View Career Suggestions So Far" button to see your results.

On the "Career Suggestions" page, click on a career to learn more about it and to see how it matches up with your answers. To return to your results, click on the "Back To Matchmaker Suggestions" link near the top of the page. From the "Career Suggestions" page, you can browse through Matchmaker's features using the blue links on the right side of the screen. You have the options to:

- View your recommended "Career Clusters," or pathways.
- Review and change your answers.
- Limit your suggestions to a particular level of education.
- See how careers *not* included in your list of suggestions match up with your answers.

## ■ GUIDED TOURS: How to use

## CAREER CRUISING

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You can also take the My Skills assessment to see how your skills match up with the skills required for careers that match your interests. Other assessments include the Ability Profiler, a scheduled series of timed tests that help you identify your level of ability in six key areas, and the Learning Styles Inventory, an assessment tool designed to help you understand how you learn and retain information.

### STEP 3: EXPLORE A CAREER PROFILE

There are hundreds of occupation profiles in Career Cruising and a number of ways to search for them, including by keyword, index, school subject, or career cluster, or by using the "Career Selector." For now, try the "Search By School Subject" option.

1. Click on the "Careers" button in the menu bar at the top of the page.
2. Click on "Search By School Subject."
3. Select a subject.
4. Select an occupation title.

Browse through the occupation profile using the blue buttons on the left to find information about various aspects of the career, including job description, working conditions, earnings, a sample career path, and related resources. The Education section of each profile includes direct links to related college programs.

Each career profile also has a printer-friendly version, which you can access by clicking on the gray "Printer-Friendly Report" button at the bottom of the menu on the left.

### STEP 4: MULTI-MEDIA INTERVIEWS

Each career profile contains two multimedia interviews with people in that occupation. Each person answers key questions about their experiences, describes what a typical day is like in his or her occupation, explains what they like and don't like about the job, and offers advice for people interested in entering that career.

- Click on one of the names in the "Photos & Interviews" section on the left side of the "Occupation Profile" screen.

Use the blue buttons on the left to navigate through the various sections of the interview. To play sound and video clips, click on one of the small icons next to the "Likes, Dislikes, and Advice" buttons. The multimedia clips are available in

Windows Media Player  and in QuickTime .

**■ GUIDED TOURS: How to use***...continued***CAREER CRUISING****STEP 5: EXPLORE SCHOOLS**

Career Cruising provides detailed school profiles for thousands of 2 and 4-year colleges and career and technical schools across the country. You can search for particular schools or programs, or use the "School Selector" to find schools that meet a variety of criteria.

1. Click on the "Schools" button in the menu bar at the top of the page.
2. Click on "School Selector."
3. Click on the blue "Go" button for "Undergraduate Schools."
4. Under "Type Of School," select "Public" or "Private," and then select either: "2-Year" or "4-Year."
5. Click "Next."
6. Under "Location & Setting," select a state.
7. Click "View Results."
8. Select one of the schools listed.

Browse through the information for this school. To visit the school's website, click on the link provided on the "School Profile" page. To return to your list of schools, click on the "Back To Your Results" link near the top of the page.

Career Cruising also includes information on private financial aid programs to help prospective students find the funding they need to begin or continue their studies.

1. Click on the "Schools" button on the menu bar at the top of the page.
2. Click on "Financial Aid."
3. Choose "Financial Aid Selector."
4. Fill out as much of the information as you can—the more information you fill out, the more results you will get!

**STEP 6: PORTFOLIO TOOL & RESUME BUILDER**

Throughout the program, you may have noticed the gray "Save To My Portfolio" buttons in the school and career profiles, and on the "School Selector" and "Matchmaker" results pages. The Portfolio tool helps you store and organize information about your career development activities and experiences.

1. Click on the "Portfolio" button on the menu bar at the top of the page.
2. Click on the "What Is A Portfolio?" link at the bottom of the page to learn more about this section.
3. Click on the gray "New Portfolio" button.
4. Fill out the personal information and select a portfolio username and password, then click "Create Portfolio."

It will take a long time to fill out the different sections of the portfolio and use all its helpful features. For the time being, simply explore the different areas where you can store and organize information by clicking on the blue buttons on the left side of the Portfolio Homepage.

## ■ GUIDED TOURS: How to use

...continued

## CAREER CRUISING

The Portfolio tool also includes a Resume Builder tool that helps you create personalized, professional resumes. Some of your personal and professional information, such as work experiences and extracurricular activities, are shared between the Portfolio and the Resume Builder.

1. Click on the blue "Resume Builder" button in the menu on the left side of the page.
2. Use the blue menu buttons to explore the various sections.
3. Click on the "Format & View" button to see the different resume styles and options.

For a more detailed walkthrough of the Portfolio tool, please use the "Portfolio Activities" that can be found in the "Resources" section of the program.

**If you have any questions about CAREER CRUISING, please contact us at  
1-800-965-8541 or [support@careercruising.com](mailto:support@careercruising.com)**

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1 Biologist. (n.d.). Career Cruising. Retrieved April 5, 2011, from <http://www.careercruising.com>

## ■ RESOURCES & LINKS

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### **Illinois Worknet** | [www.illinoisworknet.com](http://www.illinoisworknet.com)

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Promotes and supports the career development process of individuals, and promotes effective job and career decisions. Users can find and prepare for jobs, connect to training and other support services, learn about resources available to those with disabilities, learn more about career pathways and employment trends in Illinois, and apply for jobs.

### **Lincoln Land Community College, Career Development Services** | [www.llcc.edu/cds](http://www.llcc.edu/cds)

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Lincoln Land Community College's Career Development Services strives to provide students, alumni and community members with the resources necessary to prepare for and maintain suitable employment. Services include a computer lab with software to help create professional resumes and cover letters; mock interviews and practice tests for state exams; Career Cruising to help explore hundreds of careers; and internship opportunities through the Cooperative Work Study program.

### **What's Next Illinois** | [www.whatsnextillinois.org](http://www.whatsnextillinois.org)

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What's Next Illinois is a free web-based system of connected web sites that help students make informed choices about their futures and ensure more successful education and career transitions. Students can create plans of study for high school, access free test preparation materials for ACT, SAT and GRE, research and apply to colleges and universities, build financial plans for colleges, search for careers and complete practice interview questionnaires. What's Next Illinois also empowers professionals at all levels to support and guide students in career, college and financial planning.

### **O\*Net Resource Center** | [www.onetcenter.org](http://www.onetcenter.org)

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The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, which contains information on hundreds of standardized and occupation-specific descriptors. The database is available to the public at no cost, and is updated through continual surveys of a broad range of workers and occupations. Database information forms the heart of O\*NET On-line, an interactive application for exploring and searching occupations, and also provides the basis for the Career Exploration Tools, a set of valuable assessment instruments for workers and students looking to find or change careers.