

Name: _____ School: _____ Grade: _____

When I Grow Up

Student Handbook Grades 9-12



<http://www.wfscapitalarea.com/>



Special thanks to the Workforce Solutions-Gulf Coast Workforce Board for the original development of the When I Grow Up program

A proud partner of the American Job Center network. Workforce Solutions Capital Area is an Equal Opportunity Employer/Program. Auxiliary aids and services are available, upon request, to persons with disabilities. Relay Texas: 1.800.735.2989 (TDD) / 711 (Voice).

What is your...

Dream Job?

(fill in your dream job here)

1a

Most jobs involve either creating, designing, or building things OR working with people on processes and projects. Which do you prefer?

2b. Would you rather work with
 THINGS or PEOPLE

2c. Does your dream job work with
 THINGS or PEOPLE

Using the resources found at wrksolutions.com/BSL1 and wrksolutions.com/BSL2, list other jobs that also work with your choice of things or people.

2a

How much money are you willing to invest to pursue your dream job? Consider visiting www.texasrealitycheck.com for help on how much you might need. Check out the Occupational Outlook Handbook to get an idea of how much time it will take to prepare for this job.

<http://www.bls.gov/ooh/>

2b

How much money and time are you willing to invest to pursue your dream job?

From where will you get the money you need?

2c

What is your dream college?

What college program will train you for this job?

What does it cost?

How much time will it take?

Do a basic internet search to find colleges that offer programs in your area of interest. Find at least three and list them below with the cost and length of the program:

Lifestyle Inventory

3a

What will your life look like when you have achieved your life goals?

3b

Will you own a house? What type of car will you drive?
Will you be married? Will you have children?

3c

What does your future ideal lifestyle look like? What stuff will you have when you are successful?

Will your dream job and college let you have your desired lifestyle? YES NO

What might be some challenges?

How can you overcome some of those challenges? What is your plan?

4a

Do you want to travel for work? YES NO

4b

Check the boxes below to indicate how much you'd be willing to travel:

20% 40% 60% 80% 100%

4c

How much travel is required for your dream job? If you need help, visit www.indeed.com and look at job descriptions for this position.

Research other jobs that match your desire to travel. List those jobs here:

Lifestyle Inventory

5a

Would you move to another place to be in a better job? If so, where?

5b

WHERE DO YOU WANT TO WORK?

- AUSTIN TEXAS
 USA OVERSEAS
 ANYWHERE

Where does your dream job exist? _____

If you need help finding out what employment in your occupation looks like where you want to work, check out [bls.gov/oes/charts.htm](https://www.bls.gov/oes/charts.htm)

5c

Is your dream job found where you want to live? YES NO

6a

How do you want to spend your days? Fill in the percentage amounts below to represent how much time you want to spend with Work, Fun, Family, and Sleep in a 24-hour day. Be sure the four amounts total 100%.

Work _____% Fun _____% Family _____% Sleep _____%

6b

How many hours are spent working each day in your chosen profession? _____

Does this match your desired time spent at work? YES NO

6c

List other job options that might allow you to devote the time you wish to each part of your day:

REVIEW YOUR NEXT STEPS

What are some challenges to obtaining your dream job?

What are two things you can do now to start overcoming these challenges?

What are other jobs related to your skills, interests, and values?

What are some companies that hire for your dream job and these other occupations?

What endorsement program should you pursue in high school?

What colleges offer a program that builds off your high school education?

What is your next career move after you land your dream job? What is the job title? How will your duties change?

Social Media

Pit Stop



Recruiters and employers are more and more concerned with the Internet presence of their workforce. Hundreds of recruiters were surveyed about the information shared by individuals via social media. They were asked to share what they viewed as positive or negative and how severely the negative items might offend and effect an individual's chance at employment. We summarized this in the activity below.

HOW WELL WOULD YOUR INTERNET PRESENCE REPRESENT YOU TO YOUR FUTURE EMPLOYER?

Pull up one of your social media news feeds (Facebook, Twitter, and Instagram work best!) and review the items you have posted. If the content matches an item below, check that topic. For example, if you posted a picture of your school's football team winning a game, you would circle "Groups, Teams, Sports, & Clubs" in Column B. Once you have looked at no less than 10 posts, review your circles. If you have at least one circle in the column, award or remove the points stated at the top of the column. Use the key at the bottom of the page to see how recruiters might view your chance at employment based on your social media presence.

POSITIVE SHARING		NEGATIVE SHARING			
Column A +3 Points	Column B +3 Points	Column C -1 Points	Column D -2 Points	Column E -3 Points	Column F -4 Points
<input type="checkbox"/> Work Experience	<input type="checkbox"/> Groups, Teams, Sports, & Clubs	<input type="checkbox"/> Politics	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Profanity	<input type="checkbox"/> Drugs
<input type="checkbox"/> Work-related Skills	<input type="checkbox"/> Volunteering	<input type="checkbox"/> Religion	<input type="checkbox"/> Guns	<input type="checkbox"/> Spelling or Grammar Errors	<input type="checkbox"/> Sex
<input type="checkbox"/> Interpersonal Skills	<input type="checkbox"/> College & Career Goals	<input type="checkbox"/> News Item Opinions	<input type="checkbox"/> Violence	<input type="checkbox"/> Negative Job or School Talk	<input type="checkbox"/> "Flaming" by Name



Social Media App/Site: _____

Your Score: _____

- 6 pts *Your social media presence is spotless — keep actively managing your public perception!*
- 3 to 5 pts *You have some blemishes but also share good news — minor cleanup needed.*
- 0 to 2 pts *While you share good info about yourself, it may be tarnished by some oversharing.*
- 1 to -3 pts *The bad outweighs the good! Your overall perception is most likely negative. Clean up!*
- 4 to -7 pts *NOT GOOD. You share way too many items that can harm your employment outlook.*
- 8 to -10 pts *You share it ALL and it's rarely good. This is definitely working against you. DO OVER!*

Define Your VISION

Values, Interests, Skills

VALUES

Your values are the things that are most important to you when you make decisions about your life. For work, maybe it is important that you make lots of money. Or, maybe you want to do a job that helps people. Answer these questions to begin figuring out your values. Also, completing the Lifestyle Inventory (pp. 2-4) and visiting www.texasrealitycheck.com will help reveal some additional values.

1. I feel good about myself when _____
2. I like people who are able to _____
3. I will feel successful in my life when I _____
4. The best way I can contribute to society is by _____

INTERESTS

Your interests are the things you want to learn about and do. It's important to choose a career that has some of your interests built into your daily activities. This helps motivate you to do a good job and challenge yourself. Answer these questions to explore your interests.

1. What are your favorite subjects to study in school and why?
2. What are your favorite topics to talk about with friends?
3. What are your hobbies? What is enjoyable about them?
4. What is the coolest job you know about or can imagine? What do you like about it?
5. A large majority of high-paying jobs require at least one year of postsecondary education (aka college). What college would you like to attend? Why?
6. Does anything scare you about college? If so, what? This will help define your priorities and may help guide you to resources that can assist.

Define Your VISION

Values, Interests, Skills

SKILLS

Employability (or "Soft") skills are attributes that are difficult to measure with a rating but are essential to workplace success. For example, being friendly and able to work with others is an employability skill employers consistently ask for in their workforce.

A hard skill is an ability that one can measure with a number with consistent accuracy. Being able to use a drill is a hard skill. If you are asked to drill a hole in the center of a board, someone could check your accuracy and define your success by how well you drilled the hole near the center.

Answer these questions to help identify some of your skills. Once you are done, circle the soft skills and underline the hard skills.

1. Good friends count on each other for many things. What do your friends count on you for or what do they often COMPLIMENT you about? (Not counting looks)
2. What PRAISE or acknowledgment have you gotten from your teachers?
3. Identify a person you admire. Name THREE QUALITIES or characteristics in this person that you most respect or admire. Make a star next to the qualities you also have.
4. Describe something you DESIGNED, CREATED, built, made, or fixed up, that gave you a strong sense of satisfaction. Tell why you feel good about it.

Once you have thought about your VISION, visit www.mynextmove.org and click on the "Tell Us What You Like" option to do a quick activity to see some jobs that might be right up your alley.

Connecting your VISION to YOUR FUTURE CAREER

List a job you are interested in pursuing (this can be your dream job or a new job you are considering):

What skills do you need to do this job well? (Circle any you currently have, if even a little bit)

Which of your interests does this job match?

How does this job match your values?

List other jobs that might also have these values, interests, and skills.

Check out the High-Skill High-Growth jobs list for some ideas.

JANE DOE

12 Sunny Avenue, Austin, TX 78751



512-555-8000 Jane.Doe@gmail.com

OBJECTIVE

Seeking admission to the University of Florida where I can cultivate my passion for helping children as I pursue a degree in Elementary Education



EDUCATION

Shine High School – currently enrolled, expected graduation June 2018
Public Services Endorsement: Education



ACCOMPLISHMENTS

Senior Year 2017-2018

- Nominated class secretary
- Maintained a 3.8 GPA
- Published 4 articles on school website
- Member of Girl's Varsity Basketball Team
- Initiated student project providing student mentors to incoming freshman



Junior Year 2016-2017

- Member National Honor Society
- Maintained a 3.75 GPA
- Top of class in English and Computer Skills
- Raised over \$1,000 for Band Fundraising Project

PERSONAL ATTRIBUTES

- Diligent and goal oriented
- Friendly and outgoing
- Great with children



WORK EXPERIENCE

Timberwolf Middle School, Afterschool Volunteer

- Assisted approximately 20 students in 6th and 7th grade with homework and projects in Science, Math, History, and English courses two times a week

ABC Machining, Inc. Intern

- Worked 20 hours each week in Human Resources & Training
- Company builds pipeline components for upstream oil and gas companies and does annual business of \$140 Million
- Capstone project: working with senior training staff, building curriculum to train field staff on installation of new components of an offshore vessel



Resumes & Applications



CONTACT INFORMATION (always at the top)

- Use your legal name, not a nickname
- Include a phone number where the employer can leave a message; be sure your voicemail message sounds professional; do not have "music" for the caller to listen to; return all calls ASAP but always within 24 hours
- Be sure your e-mail address sounds professional: first and last name when possible, try to avoid numbers that could be viewed as age, year of birth, year of graduation, etc.



SUMMARY STATEMENT (always immediately following the contact info)

- Title of position or program being applied for
- Three sentences or less describing why you are the right person for the job / program



EDUCATION

- If still enrolled, put your projected graduation date



ACCOMPLISHMENTS

- Examples: Groups, Clubs, Teams, Awards, GPA, Perfect Attendance, Honor Roll
- Commonly broken out by each school year for college admission and scholarships



PERSONAL ATTRIBUTES

- A few key terms related to the job / program you are trying to get into



WORK EXPERIENCE

- This section can include both paid work experience and volunteer work
- Try to quantify (include numbers) to explain

HELPFUL APPLICATION BUILDING TIPS

- Be thorough, neat, and accurate; spelling and handwriting are important
- Be sure to read and follow all directions; do not leave any spaces blank
- It's important to memorize all nine digits of your social security number
- Be sure to answer all questions
- Position: Use actual job titles for that organization, do not say Open or Any
- Date you can start: Don't use ASAP, Immediately, Now; write the actual date you can begin working
- Salary Desired: Typically minimum wage for workers without much experience
- If someone who works for the company told you about the job, list their first and last name in the appropriate space asking who referred you to the company
- If asked whether your current employer may be contacted, this is a request for a reference from your employer. You should inform your current employer you are applying for other jobs if you plan to say "Yes"
- Some applications ask for the names, addresses, and phone numbers of schools you have attended, so you will want to know what they are
- If you have taken any vocational classes, list those skills under education if they resulted in a certificate or other credential
- When listing your employment history, be sure to use reverse chronological order – most recent first
- Past duties should demonstrate skills relevant to the job for which you are applying
- Reason for Leaving should not be worded negatively
- Ask permission before using someone as a reference; find out what contact information they would like you to use
- Teachers, coaches, and people you have done volunteer work for can be good references
- References should not be family members or friends. Occasionally, a personal reference is requested. Ideally, a friend who can speak to your skills and successes is the best choice
- An application is a legal document, don't forget to sign it

The Power of 30



30 SECOND COMMERCIAL

What would you say if you were about to interview for a job and you ended up meeting the CEO of the company on the elevator ride up to the office? If you have worked on identifying your Values, Interests, and Skills, you should have an idea of what you might include.

However, you can't list everything all at once! People looking for a job are often asked to summarize their experience and interests in a short speech. Sometimes this is called an "elevator speech" or "30-second commercial" because it is the short time recruiters or other hiring managers allow applicants to "sell" themselves before their attention is distracted or disinterest occurs.

Be sure to read and follow all directions; do not leave any spaces blank. Practice your own 30-second commercial in a mirror or with a partner and make sure you include the following details:

- Information about your education (what you have completed and where you want to go)
- Three unique skills
- At least one notable accomplishment related to the job you might want
- Details on what would make you a good match for this ideal job



INTERVIEWING TIPS

- The most frequently asked question in an interview is "Can you tell me a little about yourself?" – this is a great time to use your commercial
- Practice 30-second responses that summarize strengths and answer standard interview questions

- Professional attire is not attire you wear to go out at night with friends
- Cover tattoos and piercings; have professional attire and conservative styling
- For more tips on what to wear for interviews, see the last page of the workbook

- Arrive at least 15 minutes early for an interview – account for traffic or other delays
- When you meet your interviewer, smile, have good posture, good eye contact, and a firm handshake
- Do NOT ask about salary, days off, breaks, or perks

- Prepare questions for the interviewers – some may ask if you have questions
- Ask about interesting company projects or successes you have researched or plans for the future growth of the company...show interest in them so they show interest in you!

CAR Statement: Sharing Skills Through Storytelling

Challenge, Action, Results

Employers are looking for you to tell them not only about your success but how you got there.

A CAR statement is a brief story that you can tell to summarize an accomplishment you have made by overcoming a challenge. CAR statements are a great way to answer behavioral interview questions. These are questions that start like this, "Tell me about a time when..." or "Give me an example of how..."

They will also usually ask for this type of response as it relates to one of the traits they need in their employees. For example, how would you answer this question with a CAR statement?

"Can you tell me about a time you solved a problem that needed immediate attention?"

CAR Statement Example:

My computer did not save my homework and it was due in two hours. I had written all my notes out as a backup and was able to use part of my lunch time to redo my homework in the computer lab. Because I had enough forethought to keep my notes, resolving the problem was easy and I was able to turn my work in on time without sacrificing the quality.

Now build your own CAR statement in response to this question

Challenge:

Action (describe what you did to resolve the problem):

Results (describe the outcome and it how it demonstrated a positive perception of your skills, including any positive feedback from a supervisor or team):

EXAMPLES OF TRAITS EMPLOYERS NEED

- Teamwork & Working in Diverse Environments
- Problem Solving & Critical Thinking
- Flexibility & Adaptability
- Work Ethic: Integrity, Responsibility & Accountability
- Ability to Accept and Integrate Criticism and Feedback
- Interpersonal Communication
- Enthusiasm & Attitude
- Professionalism
- Time Management

Aspire With Your Attire



Not the best first impression

Inappropriate Attire – Athletic attire, clubbing outfits, wrinkled jeans and sleeveless shirts.



Ready to be taken seriously

Appropriate Attire – You can't go wrong with a suit and tie, ladies should wear knee length skirts and modest heels or flats, slacks and collared shirts are a good choice for both guys and girls.



OTHER TIPS

BUSINESS PROFESSIONAL

For women, this usually means a business suit or pants suit, or dress and jacket. For men, professional dress means a business suit or a blazer, dress pants and a tie.

QUALITY OVER QUANTITY

Wear your best but not ALL your best. Accessories can be distracting. A simple portfolio to hold resumes, reference lists, and a paper and pen for notes is the perfect accessory.

SELF-EXPRESSION

If you have prominent tattoos on your arms or neck, what you wear should conceal those tattoos if you're seeking work in a conservative-oriented work environment. Piercings most likely will not be permitted in most office environments, and the same goes for extravagant hairstyles and noticeably unnatural hair colors.

BUSINESS CASUAL

Business casual often includes khaki pants, slacks and skirts; short-sleeved and long-sleeved shirts with collars, but ties are generally not required. Business casual usually excludes jeans, sneakers, tight or short skirts, t-shirts and sweatshirts.

CASUAL

Usually, casual office attire allows employees to wear jeans and short-sleeved shirts regularly, and possibly tennis shoes but not sandals or flip-flops. If you are on your feet all day, wear comfortable shoes such as ballet flats, low-rise wedges, boots, penny loafers or oxfords.

CORPORATE CULTURE

Dress to match the culture and position you want at the company for whom you'd like to work. A nicely pressed pair of slacks and a polo with matching belt and shoes might be inappropriate for an office job but appropriate for work in a manufacturing plant where people in your job of choice dress in a similar fashion.