

CHAPTER 02

Exploring Options

Once you've assessed your skills, interests, and values, it's time to roll up your sleeves and do some research and make connections. It's essential to do online research, read books, and talk on the phone or in person with alumni and others with experience in your field of interest to get a realistic view of career opportunities. This can help you get the lay of the land and illuminate pathways into different fields. (<https://www.brown.edu/campus-life/support/careerlab/exploring-options>) The following are lessons for exploring options.

Lesson One: Job Searching Skills

The purpose of this lesson is to help participants understand how to use the internet to look for a job, specifically NCWorks.gov. This lesson does NOT require registration in NCWorks.

STANDARDS ALIGNMENT

North Carolina Essential Standards Guidance

- RED.CR.1 Understand the meaning and importance of career self-awareness and career goals.

North Carolina Professional Career Development Coordinator Standards

- Standard III: Career development coordinators understand and facilitate the implementation of a comprehensive career development program.

North Carolina Essential Standards Grades 9-12, Information and Technology Essential Standards

- HS.TT.1 Use technology and other resources for assigned tasks.
- HS.TT.1.1 Use appropriate technology tools and other resources to access information (multi-database search engines, online primary resources, virtual interviews with content experts).

NCCCS College and Career Readiness Adult Content Standards

- T.2 The student will demonstrate an understanding of databases and the ability to create databases.
T.6 The student will demonstrate an ability to utilize Internet and other telecommunication resources.
- R.3 The student will develop and demonstrate knowledge of a variety of comprehension strategies to derive meaning from literary, functional, and informational texts.
- R.4 The student will develop and demonstrate knowledge of different reading strategies to read a variety of literary, functional and informational texts with accuracy and speed.
- R.5 The student will develop and demonstrate knowledge of a range of increasingly complex literature and informational texts.
- S.1 The student will develop and apply skills to demonstrate comprehension and collaboration of oral and aural information.
- S.2 The student will develop and apply skills to demonstrate presentation of knowledge of oral and aural information.

Workforce Development Standards

- 20 CFR Parts 676, 677, and 678: Workforce Innovation and Opportunity Act is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy. Programs are based on eligibility.

STUDENT OBJECTIVES

At the close of the lesson, learners will be able to say... I can

- Navigate a job search website
- Search for a job on NCWorks.gov

MATERIALS NEEDED

- Computer with internet access for each participant

DELIVERY SUGGESTIONS

The suggested time for the following lesson is 30 minutes depending on group size and technology access.

The following lesson is appropriate for:

- middle school students
- high school students
- adult learners

INSTRUCTIONS

1. State purpose of session and post within the room for reference. (above)
2. Share the “I can” statements and post within the room for reference. (above)

You may wish to share the steps below in printed format with job seekers, as you walk them through the following:

3. Visit www.ncworks.gov
4. Click “Find a job” (blue button)
5. Under search criteria, click area to choose the area where you wish to look for work.
6. Optional: Enter a “Keyword” for the type of work you want (i.e. cashier, nurse, etc.)
7. Click on the job you are interested in. View the salary, requirements and job properties. Read the job description.
8. Click “return to list of jobs” to choose another job from your list. Repeat as many times as needed.
9. Divide participants into small groups of 2-3 to discuss the jobs they found and whether they felt it was easy or difficult to navigate the website.
10. Reflect on the “I can” statements, asking learners to give a “thumbs up” or “thumbs down” if they feel the objective was met.
11. Next Steps: Job Seekers can utilize the ncworks.gov website to conduct a job search via the internet.

Adapted from: **Pitt Community College Transitional Studies Program**