Job Requirements

Program Name   The Miami Valley Literacy Council

Staff Responsible for Lesson   Katie Kersh

Date(s) Used	01/21/2010
Civics Category	II. Civic Participation
Civics Objective	#23: Employment—Job Requirements
Time Frame to Complete Lesson	1 hour
EFL(s)	NRS 3-6
Standard(s)/Components of Performance	Listen actively
Benchmark(s)	L 3.1, 4.1, 5.1, 4.2, 3.3, 4.3, 5.3, 3.4, 4.4, 3.5, 4.5, 6.5 R 3.1, 3.3, 3.5, 3.6, 4.1, 4.3, 4.5, 4.6
Materials	-Instructor will need to create an administrator account on www.ocis.org
Activities	-Have students create their own accounts, complete with a username and password (we found it very helpful to obtain a copy of this for our own records) -Once students have created a profile, instruct them to complete the Occupation Match, which will ask them to prioritize qualities and requirements for a job and then match them with several career options -Students can continue with the process to find companies and organizations that employ those positions in their area -After researching the requirements for certain jobs and occupation matches, students may also use the program to create resumes, cover letters, and apply for jobs online
Assessment/ Evidence	-List of occupation matches, resumes, cover letters, completed job applications
Reflection	-This is an extremely helpful tool for students, because they can access it on any computer that has the internet. Furthermore, it personalizes their job search to the geographic area where they live or wish to live, which can be difficult for students who have recently moved to the US to do on their own. The program is relatively easy to use, but may be more challenging for people who have trouble reading and writing in English.

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