

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

STARTING FRESH: HOW I FOUND A JOB WITH A TROUBLED BACKGROUND

Activity 1: LET'S GET ORGANIZED!

Your job search begins today, right now. List at least 3 things you should have in place to begin a successful job search.

1. _____
2. _____
3. _____

If there's not a quiet place to work at home, suggest a place where you might go

_____.

Activity 2: JOB APPLICATIONS

One of the most common ways to find a job is to complete a job application. Accurately fill in the enclosed application, or use an application from a local business, an office supply store, or from the Internet.

Activity 3: NETWORKING

One of the best ways to find a job is to network. Eighty percent of jobs are NOT listed. Make a list of all the people you know who may be good contacts, they can be "someone who knows someone." Include friends, relatives, business contacts, teachers, former employers, former co-workers, community leaders.

Websites:

Monster.com

Thingamajob.com

Careerbuilder.com

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

Activity 4: MY SKILLS AND QUALITIES

Use the list of skills and personal qualities to determine your skills, abilities and interests.

1 = Not me! 2 = Describes me. Check the appropriate column for you.

1 2

1. Well – organized.
2. Want to help others.
3. Have specific job skill(s).
4. Self-starter.
5. Good communicator - speaking
6. Good communicator - writing
7. Good communicator - Listening
8. Positive attitude.
9. Responsible, dependable.
10. Always follow through.
11. Like to work alone.
12. Like working with a team.
13. Honest trustworthy.
14. Strong computer skills.
15. Rebellious.
16. Self-confident.
17. Job security is important.
18. Unpredictable.
19. Outgoing, friendly.
20. Shy, sensitive.

Look over the list above. What are your 3 greatest strengths?

List the job skills you have.

List other traits and abilities that you have that will help make you a valuable employee.

Use the classified ads to search for a job that suits your skills and personal qualities

LINX EDUCATIONAL INSTRUCTOR'S GUIDE

ANSWER KEY

Activity 1: Let's Get Organized!

Quiet place to work (library, workforce center), phone, pen, paper, Internet access, computer, calendar, folders, index cards

Activity 2: Job Applications:

Follow directions; neat and accurate; use pen (unless otherwise specified); fill in all blanks; where something doesn't apply, write in N/A (not applicable); be honest about convictions/jail time; can say "will discuss in an interview"; proof-read.

Activity 3: Networking

Individual answers will vary, but should include all possible contacts: Friends, relatives, business contacts, community and religious leaders, former teachers, former employers and co-workers, and others.

Activity 4: My Skills and Qualities

Answers will be individualized and subjective.

© 2007. Linx Educational Publishing. Tel: 800.717.LINX, www.linxedu.com. Copies of the activities may be used only in conjunction with the program they accompany. Any other reproduction of this worksheet in whole or in part without permission from the publisher is strictly prohibited.