

Employability Skills-HRPWA

Introduction; Name cards, share jobs you have had, best job vs. worst job. (15 minutes)

Job Hunting: (10 Minutes)

- Where do you start?
- What are your goals?
- Discuss a job versus a career and Public Works careers specifically

Writing a Resume: (25 Minutes)

Exercise 1; “Personal Information Inventory” and discuss what they produce

- Be neat, truthful, and accurate
- Don’t be cute or funny
- What questions mean...the FELONY question
- Make the screener “hungry” for more information

BREAK: (15 Minutes)

The Application: (20 Minutes)

Power Point Presentation

- Know what position you want to get
- Neat, complete, so you can compete... Most companies have an on-line process
- Match your skills and experiences with the job your applying for
- How to answer a “difficult” (felony) question
- References...a MUST to let them know
- Basic spelling and grammar mistakes
- Facebook, My Space, Twitter, etc...
- SIGN the application

The Interview-“Selling Yourself”: (30 Minutes)

- RELAX it’s not a trial!
- Arrive on time, maybe a bit early...but ALWAYS alone!
- Dress for success, be clean and neat too
- Know more about them than they do about you.... RESEARCH them!
- Smile, good posture, shake hands, eye contact, and LISTEN to the question
- Ask them to repeat a question or clarify it if you don’t understand
- It is acceptable to ask them questions too
- Shake their hands and thank them for the opportunity to compete
- **PRACTICE, PRACTICE...**

Exercise 2; sample questions and discussion

Keeping a Job: (10 Minutes)

- Good work habits and ethics
- Attitude
- Drug testing...GUARANTEED failure
- Give a proper notice
- Continue to learn/develop through training, on-line classes, college classes, PWA
- Volunteer for new challenges on the job
- Get involved outside your normal work assignment (safety, policy, training, etc.)

Wrap-up and Evaluation: (15 Minutes)

- “Snowball” exercise; have each student take a blank piece of paper, write down one thing they learned today or something that struck a chord; ball it up and have a “snowball fight” and then have each student read what “snowball” they have as a review of the day.
- Evaluations