

# Work and Career Elements

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## Lesson #4 Grades 7 - 9 *You Are the Employer!*

### LESSON TARGET(S)

- ▶ Introduce the qualities, skills, and behaviors employees are expected to demonstrate in the workplace

### MEASURE(S) OF SUCCESS

Students will be able to:

- ▶ Apply key concepts on employee qualities, skills and behaviors to work situations appropriate for their age level

### MATERIALS NEEDED

- ▶ Student Worksheet
- ▶ Job Application Hand-out

### FACILITATOR NOTES

This workshop requires that students think about the qualities, skills, and behaviors needed to become an effective employee by putting them in the position to “hire” other students as volunteer employees of a local food bank. It requires that they work in teams to make those decisions.

### CORE ACTIVITY

#### Introduction

Explain that students are going to act as a committee recommending teenagers for jobs at as a volunteer at the local food bank.

#### Activity

1. Brainstorm with students as to what qualities, skills, and personal behaviors do you think teenagers would need for this volunteer position. Make lists of each as starters for students. Definitions of skills, qualities, and behaviors with examples are listed below.

Skills: Something a person can do, a proficiency gained or developed through training or experience. For example,

- Math skills
- Writing skills
- Skill in organizing materials

- Skills in organizing other people, a leader
- Skills in talking with other people and communicating effectively

Qualities: A personal trait or characteristic. For example:

- Honest
- Positive
- Caring
- Imaginative, creative

Behaviors: The actions a person takes. For example,

- Always on time
- Focuses consistently on the task
- Only takes breaks as agreed upon
- Helps others as needed with their tasks

2. Share that each student will rate the applicants independently and then the team will need to come to a decision. Students will rate the applicants as having:
  - Excellent qualities, skills, and behaviors
  - Average qualities, skills, and behaviors
  - Below average qualities, skills, and behaviors
3. As a team, students will give each candidate a rating of
  - 1) Recommend first for openings
  - 2) Consider recommending if there are enough openings
  - 3) Do not recommend for openings.
4. Give the teams the opportunity to discuss and rate the candidates.
5. Either on a white board or chart paper create a chart that lists the candidates and the ratings by each group. Record each group's ratings without any discussion.
6. Open the discussion as to what the class noticed in going through the process. Have them discuss differences of opinions if they exist.

### Closing

Ask students to reflect on what they've learned from looking at others and to assess their own qualities, skills, and behaviors.

## *Student Worksheet: You Are the Employer!*

Your team needs to make recommendations on which students will be chosen to participate as volunteers in a local food bank effort.

1. Read through the applications and recommendations.
2. Check the rating you think best fits each candidate.

	Qualities	Skills	Behaviors	Final Team Rating
<i>Example</i>	Excellent	<i>Average</i>	<i>Excellent</i>	1
<i>Cody</i>				
<i>Sharon</i>				
<i>Bruce</i>				
<i>Janet</i>				

3. Compare your ratings with those of your team members.
4. Next talk as a team and rate the candidates. Be prepared to defend your decisions to the class.
  - Recommended for the program
  - Maybe considered for the program
  - Not recommended for the program

## *Job Applications: Volunteer Food Bank*

### Janet

**Personal Statement:** How much time will I need to spend to be a volunteer at the food bank? I'm really busy riding my skateboard and I'm not sure I have enough time. I have good grades and my teachers tell me I'm pretty smart.

**Teacher Recommendation:** As his math teacher, Janet has asked me to write a letter of recommendation for her. She has excellent grades in math and works hard mostly by himself in class. She always turns his homework in on time but doesn't always use her time in class well preferring to read a book or text underneath her desk.

### Bruce

**Personal Statement:** I would like to get a volunteer job at the Food Bank because my sister tells me that you need to have volunteer experience in order to get a real job. My best qualities are that I'm friendly, conscientious and helpful. I have some experience taking care of children doing babysitting and working in the nursery at my church.

**Church Teacher Recommendation:** I would recommend Bruce for a volunteer position at the Food Bank. He is ambitious and wants to get more experience in order to get a real job. He has done an excellent job of working with the younger children in our church nursery although he doesn't always get along with his peers. His enthusiasm for his own ideas sometimes means that he ignores what the other nursery teachers think might work.

### Cody

**Personal Statement:** I would reely like to have this volunter job because I like to work with people and animals. I have lots of friends. My best qualities are that I am a good listener and very caring. My math is pretty good as a student but I do not like to write. My job has been walking my neighbor's dog every day after school. I am always on time and make sure that we walk the full 30 minutes even when the wether is bad.

**Neighbor's Recommendation:** I would like to recommend Cody for the position of volunteer at the SeaFair Food Bank. Cody walks my dog every day after school and he does an excellent job. He is always on time, even early some days and always makes sure that he walks Rex a full 30 minutes. I really appreciate his honesty. I overpaid him one month and he made sure that I knew that and that it could come off of the following month.

### Sharon

**Personal Statement:** I would like to have the position of volunteer at the food bank because I am very organized and I like to help people. My teachers all say I'm pretty organized so I think that might be important. I have never volunteered before or had even a part-time job but I'm a hard worker and am willing to try new things.

**Teacher Recommendation:** If you are looking for a hard working volunteer, you could not go wrong with hiring Sharon for these volunteer positions. She has excellent attendance in school with no tardies. She always goes the extra mile with helping other students in class making sure others are including in the discussion. I know that she does not have volunteer or work experience but if the willingness to stick with a task is needed, she is your person.