

Western Technical College

10801110 Strategies for Employability

Course Outcome Summary

Course Information

Description	This course assists students in securing employment in their career field. Students will assess their skills; search for jobs; write a resume, cover letter, and follow-up letter to an interview; prepare a list of references; fill out a job application; develop a career portfolio; and practice interviewing. Use of the computer is essential to fulfilling these course goals.
Instructional Level	Associate Degree Courses
Total Credits	2.00

Textbooks

Western Strategies for Employability Booklet. Western. Publisher: Western. Required.

Core Abilities

1. **Demonstrate ability to think critically.**
2. **Demonstrate ability to value self and work ethically with others in a diverse population.**
3. **Make decisions that incorporate the importance of sustainability.**
4. **Transfer social and natural science theories into practical applications.**
5. **Use effective communication skills.**
6. **Use technology effectively.**

Course Competencies

1. **Participate in career self-analysis.**
Assessment Strategies

- 1.1. Learner self assesses skills for employment
- 1.2. Learner investigates career choices

Learning Objectives

- 1.a. Complete written assignments on career desires and personal strengths.
- 1.b. Compile a thorough, accurate, and up-to-date career fact sheet.

2. Use job search strategies to research companies and potential positions.

Assessment Strategies

- 2.1. Learner effectively researches companies

Learning Objectives

- 2.a. Read job advertisements accurately and pay particular attention to what employers desire in applicants.
- 2.b. Use internet and non-internet resources for locating job openings.
- 2.c. Use internet and non-internet resources to research jobs and/or companies and create a job search record.
- 2.d. May seek contacts for networking purposes.
- 2.e. May locate a mentor who has been gainfully employed in the career area for 10 years or more.
- 2.f. May conduct an informational interview or listen to others' experiences with informational interviews.
- 2.g. Listen to guest speakers discuss job-seeking tools and strategies

3. Complete effective job seeking documents.

Assessment Strategies

- 3.1. Learner prepares a list of professional references
- 3.2. Learner prepares a professional resume particular to career choice
- 3.3. Learner prepares an appropriate cover letter for a specific job opening
- 3.4. Learner accurately completes an application form

Learning Objectives

- 3.a. Contact potential references, obtain their permission, and request a letter of recommendation.
- 3.b. Prepare an error-free typed list of references that is up-to-date, accurate, thorough, ethical, attractive, and an overall asset to the applicant.
- 3.c. Keep references informed of job possibilities and career life changes.
- 3.d. Present skills and accomplishments in a specific, concise, and parallel manner.
- 3.e. Determine which approach and which kind of resume best suits the applicant's employment situation.
- 3.f. Organize the resume components in the most effective order.
- 3.g. Design the resume so that it is attractive with ample white space
- 3.h. Critique sample resumes for content and appearance
- 3.i. Prepare error-free typed job documents (paper or electronic) that are up-to-date, accurate, filled with specifics, concise, parallel, ethical, attractive, and overall, an asset to the applicant
- 3.j. Determine which kind and style of cover letter best suits the employment situation
- 3.k. Critique sample cover letters for content and appearance
- 3.l. Critique completed application forms
- 3.m. Fill out an application form neatly, legibly, accurately, thoroughly, honestly, and in a manner that will "sell" the applicant

4. Prepare for success while actively applying and interviewing for jobs.

Assessment Strategies

- 4.1. you display understanding in educating yourself in your career field

Learning Objectives

- 4.a. May use networking resources, the internet, and other sources of news to keep up-to-date on career area happenings.
- 4.b. May research proper telephone etiquette or role play proper etiquette.
- 4.c. May create a company contact record for each potential job or develop another organizational method.
- 4.d. May follow proper preparation techniques for pre-employment tests.
- 4.e. May participate in a mock telephone interview.
- 4.f. May conduct research to find out the "latest" on interviewing via technology.

5. Prepare for a successful job interview.

Assessment Strategies

- 5.1. Learner understands all the steps to prepare for a job interview
- 5.2. Learner practices in a face-to-face interview

Learning Objectives

- 5.a. Gather as much research as possible about each available opening and perhaps visit the job site.
- 5.b. Gather common interview questions and differentiate legal from illegal ones.
- 5.c. Respond to common interview questions (legal and/or illegal) in writing or orally.
- 5.d. Critique one's own responses to interview questions as well as the answers of others.
- 5.e. Listen to guest speakers talk about proper interview preparation.
- 5.f. Practice effective handshaking at the outset as well as conclusion of an interview.
- 5.g. Participate in the interview process by role playing an interview with another student and/or an employer.
- 5.h. Arrive to a mock interview properly groomed and attired and with suggested and/or required interview materials.
- 5.i. Analyze what was done well in a mock interview and what could be done better in future interviews.
- 5.j. Listen to guest speakers talk about appropriate interview behaviors.

6. Identify effective interview follow-up strategies.

Assessment Strategies

- 6.1. Learner writes a thank you/follow up document after an interview

Learning Objectives

- 6.a. May update job search skills.
- 6.b. May update thank references, orally or in writing.
- 6.c. May contact the employer after ample time has elapsed since the interview.
- 6.d. Critique sample thank you letters for content and appearance.
- 6.e. Write an original thank you for the interview communicating the necessary information in a neat, legible, organized, clear, and appropriate manner.
- 6.f. May write letter of acceptance, a letter of declination, or another thank you to the employer