



It's a Job to Get a Job!

EPISODE #509

ACTIVITIES & LESSONS

LESSON LEVEL

Grades 9-12

KEY TOPICS

- How to get a job
- Interview skills
- Resume writing

LEARNING OBJECTIVES

1. Learn how to use various job search techniques.
2. Learn how to interview well.
3. Discover how to add value and become a great employee.
4. Learn financial terms.

EPISODE SYNOPSIS

It's a job getting a job and BizKid\$ is here to help. Learn tips and tricks for writing a great resume, dressing for success, and nailing the interview. Get the inside scoop on what employers look for from a young entrepreneur who manages 200 employees.

NATIONAL STANDARDS CORRELATIONS

Aligned to *National Financial Literacy Standards* from the **JumpStart Coalition for Personal Financial Literacy**.

Income and Careers

Standard 1: Explore career options.

Aligned to *Voluntary National Content Standards in Economics* from the **Council for Economic Education**.

Standard 2: Decision Making

Standard 14: Entrepreneurship

Aligned to **Common Core State Standards Initiative's** standards for *Literacy in History/Social Studies, Science and Technical Subjects*.

Standard 1: Read closely to determine what the text says explicitly and to make logical inferences from it; cite specific textual evidence when writing or speaking to support conclusions drawn from the text.

Standard 4: Interpret words and phrases as they are used in a text, including determining technical, connotative, and figurative meanings, and analyze how specific word choices shape meaning or tone.

Standard 7: Integrate and evaluate content presented in diverse formats and media, including visually and quantitatively, as well as in words.

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LESSON PREP & SCREENING

Getting Started

Familiarize yourself with the episode ahead of time. It will serve as a springboard for student learning, discussions, vocabulary exploration, and hands-on activities. Determine what equipment is required to show the episode in your classroom and request it if needed. Choose an activity (each one takes between 45-60 minutes), and gather supplies. Students will need a pen or pencil and copies of the activity worksheets. Have fun!

Screening

Introduce the series and the episode. Explain that Biz Kid\$ is a public television series that teaches kids about money and business. Mention that the bizkids.com website has lots of video clips, games, a blog, and other resources to help kids start businesses and learn about money. Prior to playing the episode, lead your students in a discussion with the preview questions on this page.

About the Episode

It's a job getting a job and BizKid\$ is here to help. Learn tips and tricks for writing a great resume, dressing for success, and nailing the interview. Get the inside scoop on what employers look for from a young entrepreneur who manages 200 employees.

Episode Preview Questions

Before you show this Biz Kid\$ episode, lead your students in a brief discussion of the following questions:

- How many of you have already held a job for pay, or have served in a volunteer position? What skills helped you perform your duties?
- What are some characteristics that a good employee would exhibit?
- Do you think an individual employee's behavior affects the success of a company? Why or why not?

Next Steps

Show this episode. After the episode, read the Summary and Conclusion to the class.

Summary and Conclusion

Finding and obtaining your first real job is a rite of passage for most teens. It's an exciting and scary experience, but one that will serve you well - both for the money you earn and for the lessons you learn. The skills you learn going through the process will help you throughout your life, professionally and personally. Good luck on your first job, BizKid!

Family Connection

Distribute a copy of the Family Activity Sheet to each student to share what they've learned with their families.



FAMILY ACTIVITY SHEET

Episode Synopsis

It's a job getting a job and BizKid\$ is here to help. Learn tips and tricks for writing a great resume, dressing for success, and nailing the interview. Get the inside scoop on what employers look for from a young entrepreneur who manages 200 employees.

Activity Suggestions

There are specific techniques for searching for a job, interviewing, and adding value to your employer's business. These skills continue to build throughout your life. Many of them apply to your personal as well as your professional life. Have a discussion with your family about jobs and skills. The following questions might facilitate the discussion.

- What experiences have family members had in getting a job or hiring someone to do a job?
- List the values you consider to be important in performing a job.
- Share what types of jobs you think your student would be well-suited for.
- Ask your student about their job interests.
- How do you continue to build and connect with your social and professional network?
- How do you stay knowledgeable about your industry?
- How do you think family support influences a student's career choices?



Activity #1:

BIZ TERM\$

WORKSHEET FOR STUDENTS

Biz Term\$

- Career
- Entrepreneur
- First impression
- Internship
- Interview
- Letter of recommendation
- Networking
- Resume
- Social skills
- Work ethic

Directions

With students, read aloud the Biz Term\$ and each question. Call on volunteers for answers, and have them explain why they chose the term they believe to be correct.

Biz Term\$ Episode Review

1. Danaya learned that employers will ask to see your _____, or a summary of your skills, when you apply for a job.
2. Meeting new people and keeping in touch with them to share information like your online profile, is called _____.
3. You have _____ if you communicate well with others, have good manners, and behave well.
4. When you meet someone for the first time, you have one chance to make a good _____.
5. A profession you study or train for is a _____.
6. If you are responsible and care that your work is done with quality and on time, you have a good _____.
7. Caity learned that having an _____ can build job skills, career knowledge, and add to your resume.



CURRICULUM CONNECTIONS

Language Arts

- Have students construct sentences, write a paragraph, or create a story, skit, or dialog using Biz Term\$.
- Have students create a class Dictionary of Financial Terms using Biz Term\$.
- Have students start their own Journal of Personal Financial Education and continue to add to it.

History/Social Studies

- Pretend that you live in the 1800s. Write a resume as if you live back then - what kinds of skills would you need for jobs in the 1800s?

Mathematics

- Have students list ten careers together as a class, and then have each student vote for their favorite career. Analyze the data. Within your class, what percentage of students selected each area? Is the class divided evenly across those three preferences?

Economics

- Describe how economic conditions can affect income and career potential.

Optional Vocabulary Extensions

Make Art!

Ask students to create personal illustrated glossaries using sketches or cartoons to visually represent the meaning of each Biz Term.

Make It Personal!

Provide students with dictionaries and ask students to re-write formal definitions for each Biz Term in their own words to demonstrate comprehension.



Activity #2:

INTERVIEW ME!

WORKSHEET FOR STUDENTS

Lesson Level:

Grades 9-12

Learning Objective:

Learn how to interview well.

Directions

You are the interviewer. Think about what is important to you when looking for an employee, and answer the following questions.

1. Think of three questions that you would want to ask a person who is going to interview with you for a job.

2. Did you know that there are some questions you are not allowed to ask in a job interview? What do you think a forbidden question might be, and why would it be forbidden?

3. You have two people who interviewed really well. They seem to be very equal in their qualifications. What will you do to decide who gets the job and who does not?

4. How would you give positive feedback to a candidate that you have decided NOT to hire at this time?

5. Now that you have looked at the interview process as an interviewer, is there anything you would do differently the next time you are going to be interviewed for a job as a potential employee? Why would you make this change?

Have students discuss these ideas and share their answers with the class.



Activity #3:

HOW TO GET A JOB!

WORKSHEET FOR STUDENTS

Lesson Level:

Grades 9-12

Learning Objective:

Learn how to get a job using various job search techniques.

Directions

The key to getting a job today is to be persistent and to follow these steps carefully.

1. A good place to start, if you don't already know what you want to do, is a career aptitude assessment. One of the most accurate career aptitude tests can be found here: (<http://www.deweycolorsystem.com/tests/color-career-counselor>). What job will you look for?

2. Put together a one page resume of your skills and interests. If you have work experience already, list that too. What is one of the skills that you are really good at?

3. Find job openings by telling friends and family what you are looking for, by visiting local businesses that hire people who do the type of job that you would like to do, and by searching online or in newspapers for job announcements. One good website to try is (<http://www.indeed.com>). Which of these methods do you believe will be most successful for you? Why?

4. Ask a classmate to be your interviewer. Have them question you, and then give you helpful feedback on what you can do better next time. List one of their suggestions here.

5. Be prepared and dress for success. Keep a folder that has a copy of the job description, a copy of your application, and a copy of your resume handy. Plan your interview outfit ahead of time. What will you wear on your big day?

Have students discuss these ideas and share their answers with the class.



BIZ TERMS DEFINITIONS

- *Career*: A profession or field of employment that you study or train for, such as financial services or medicine.
- *Entrepreneur*: A person who gets the idea for, establishes, operates, and accepts the risks of a business.
- *First impression*: What someone thinks of you when they meet you for the first time.
- *Internship*: A way to try a job, usually unpaid, but it builds job skills and career knowledge.
- *Interview*: A formal meeting where you answer questions about your skills and qualifications for a job that you have applied for.
- *Letter of recommendation*: A letter written by an adult, like a school counselor, who knows your strengths and qualities that would make you a good employee.
- *Networking*: Meeting new people and keeping in touch with them to share information.
- *Resume*: A brief summary of your skills, experiences, and education which are relevant to the job that you are applying for.
- *Social skills*: The ability to communicate well with others, and to behave well.
- *Work ethic*: A sense of responsibility for the things that you do, and to care that your work is done with good quality and finished on time.



Produced by: *Biz Kid\$* LLP

Funded by:



Co-Produced by:



Distributed by:

