

CAREER READINESS

SYLLABUS

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CAREER READINESS

Overview

Career Readiness is the process of preparing learners of any age with the essential skills they will need to find, acquire, maintain, and grow within a job. Career readiness concerns just about any area associated with someone entering the job market. The range of jobs include self-employment, franchise ownership, and employment within an established company, nonprofit entity, or government agency.

Career readiness includes career exploration because learners must know what types of jobs would be good matches for them in the future. It includes professionalism because learners need to know the behavioral expectations of a workplace versus their social group.

Career readiness encompasses everything that a learner needs to know to launch a successful occupational life, along with all the accomplishment, pride, stability, and progression that entails. Sometimes that refers to soft skills. Other times, it means learning a hard-and-fast way to perform a certain process. At the end of the day, career readiness promises exactly what is in its name.

The purpose of this module is to develop the learner's understandings, knowledge, actions, and skills for career readiness.

Learners

The learners for this module are primarily 18-24 years old adult who are or soon will be entering the job market. This module will be available mainly to colleges and universities within academic programs and career readiness centers.

Learning Outcomes

At the conclusion of this module, learners will be able to:

1. Define career readiness.
2. Prepare for a job search.
3. Know how to develop a personal brand.
4. Conduct a job search.

5. Apply for a job.
6. Participate in a job interview.
7. Perform job shadowing.
8. Understand what it takes to start your own business.

Curriculum

<u>Section</u>	<u>Topics</u>
Section 1: Introduction	<ul style="list-style-type: none"> ● Defining Career Readiness and Its Importance <ul style="list-style-type: none"> ○ Definition of Career Readiness ○ Why Does Career Readiness Matter? ● Career Readiness Employable Skills <ul style="list-style-type: none"> ○ 7 Skills to Demonstrate Career Readiness ○ How to Find a Talent ○ Career Readiness Employability Skills ○ 10 Soft Skills for Job Readiness
Section 2: Preparing for the Job Search	<ul style="list-style-type: none"> ● Prior to Your Job Search <ul style="list-style-type: none"> ○ 10 Things Every Job Seeker Should Know Before Starting Their Search ○ 9 Ways for Jobseekers to Develop Job Leads ● Dealing with Recruitment Agencies <ul style="list-style-type: none"> ○ 8 Things Jobseekers Need to Know About Dealing with Recruitment Agencies
Section 3: Personal Branding for Job Seekers	<ul style="list-style-type: none"> ● Personal Branding Definition and Importance <ul style="list-style-type: none"> ○ Understanding Personal Branding ○ Why Should You Care About Personal Branding? ○ Considerations in Personal Branding ○ How a Solid Personal Brand Can Help You Grow Your Career ○ Recognize Positive Building Blocks ○ Chart Your Path Forward ○ Evolve Your Message ● How to Build a Personal Brand While Job Hunting <ul style="list-style-type: none"> ○ Landing the Dream Job through Personal Branding

	<ul style="list-style-type: none"> ○ Advantage of a Personal Brand for Job Hunters ○ Get Involved on Multiple Platforms ○ Be Yourself, But Use Good Judgement ○ Show Off Your Accomplishments ○ Post Frequently ○ Get Involved in Groups and Discussions ○ Reach Out to Potential Connections ○ Be Open About Your Desires ○ Be Patient ● Building an Authentic Personal Brand <ul style="list-style-type: none"> ○ The Importance of an Authentic Personal Brand ○ How to Build an Authentic Personal Brand ○ Criteria for Effective Authentic Personal Branding
<p>Section 4: Job Searches</p>	<ul style="list-style-type: none"> ● Preparing for the Job Search <ul style="list-style-type: none"> ○ How to Conduct an Effective Job Search ● Job Search Strategies <ul style="list-style-type: none"> ○ Top 10 Strategies for a Successful Job ○ 3 Job Search Techniques ○ 5 Cardinal Rules for Job Hunting While Still Employed ○ Ten Things Outstanding Job Candidates Do Differently
<p>Section 5: Applying for a Job</p>	<ul style="list-style-type: none"> ● Completing the Job Application <ul style="list-style-type: none"> ○ How to write a successful job application ○ How employers use application forms ○ What employers are looking for in application forms ○ How to complete a job application form ○ Some things to remember ○ The 'further information' section in job applications ○ Job application checklist ● Preparing the Resume' <ul style="list-style-type: none"> ○ How to Write a Resume ○ Prepare to Write Your Resume ○ Learn to Tell Your Story ○ Choose a Resume Template ○ Pick a Resume Format ○ The 5 Essential Resume Sections ○ Check Your Formatting

	<ul style="list-style-type: none"> ● Writing the Cover Letter <ul style="list-style-type: none"> ○ Purpose of the Cover Letter ○ Greet the correct person ○ Introduce yourself with some enthusiasm ○ Keep it short and to the point ○ Keep it clean ○ Personalize the Cover Letter ○ Avoid the Common Mistakes
Section 6: The Job Interview	<ul style="list-style-type: none"> ● Preparing for the Job Interview <ul style="list-style-type: none"> ○ How to Prepare for an Interview ○ Types of Job Interviews ● During the Job Interview <ul style="list-style-type: none"> ○ Job Interview Questions ○ Questions Candidates Should Ask ● Virtual Interviews <ul style="list-style-type: none"> ○ Tips for a Phone Interview ● Online Job Interviews <ul style="list-style-type: none"> ○ Succeeding with an Online Job Interview ● After the Job Interview <ul style="list-style-type: none"> ○ Things You Should Do After a Job Interview ○ Reasons You Have Not Heard Back After an Interview ● Understanding Potential Benefits <ul style="list-style-type: none"> ○ 24 Common Elements of Benefit Plans
Section 7: Job Shadowing	<ul style="list-style-type: none"> ● Understanding Job Shadowing <ul style="list-style-type: none"> ○ How Job Shadowing Works ○ Benefits of Job Shadowing ○ Prepare in Advance ○ How to Arrange and Conduct a Job Shadow
Section 8: Starting Your Own Business	<ul style="list-style-type: none"> ● Types of Employment <ul style="list-style-type: none"> ○ Freelancer vs. Contractor vs. Employee ● A Side Business <ul style="list-style-type: none"> ○ 5 Steps to Avoid Employer Conflict with a Side Business ● Working from Home <ul style="list-style-type: none"> ○ How to Work Effectively from Home

Section 9: Summary and Assessment	<ul style="list-style-type: none">• Summary<ul style="list-style-type: none">○ Career Goal Questions○ A 4-Step Process Towards Career Readiness○ 11 Simple Steps to Discover Your Talents• Assessment
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References & Resources

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- 8 Key Steps After the Interview to Land the Job. <https://www.mediabistro.com/get-hired/interview-tips/after-the-interview-8-key-steps-to-land-the-job/>
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Top 10 Strategies for a Successful Job. <https://www.thebalancecareers.com/top-strategies-for-a-successful-job-search-2060714>

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What Is Job Shadowing and How Can It Help Your

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Assessment

Throughout the module, there are in-progress quizzes and short exercises to ensure understanding of the instructional content. A module completion certificate is issued when the learner obtains at least 80% on the final exam.

Hours and Articulation

Learner hours for the module are shown in the following table. The module hours are based on both the time within the module and time away from the module conducting application activities.

<u>Module</u>	<u>Hours</u>
Section 1: Introduction	1
Section 2: Preparing for the Job Search	1
Section 3: Personal Branding for Job Seekers	2
Section 4: Job Searches	1
Section 5: Applying for a Job	2
Section 6: The Job Interview	2
Section 7: Job Shadowing	1
Section 8: Starting Your Own Business	1
Section 9: Summary and Assessment	1
Total Hours	12