

Topic: Identifying Ideal Job and Reading Job Ads

Objective:

When you complete these activities, your student should be able to:

- Identify opportunities in want-ads and/or on job sites that are appropriate for the student's skills and desired responsibilities
- Correctly read abbreviations commonly used in job postings
- Will become familiar with common venues for job postings

Resources Needed:

- Computer
- Internet Capabilities

Identifying Student's Preferences for Job Responsibilities:

- It's important for the student to identify what motivates them. It is helpful that a student identifies what tasks, responsibilities and components of working they enjoy.
- Use the "Current Job Likes" Inventory to prompt discussion about what the student would like and is willing to do in the new job they seek.
- Complete the "What Motivates You" document to help the student prioritize which aspects of a job are most important to them as they seek new opportunities.
- Cross reference both likes and motivating factors (along with their skills and experience) when determining if a job is a good fit before applying.
 - Additional Resource for determining suitable employment
Spanish: <http://www.miproximopaso.org/>
English: <https://www.mynextmove.org/>

Reading Job Ads and Job Postings:

- Begin by discussing the different places one can look for employment other than through networking.
 - See "Online Job Sites" below for popular job posting websites
- Discuss how job descriptions are often limited to a certain amount of space, particularly when posted in a newspaper and how this has led to employers using abbreviations.
- Read and complete the "Help Wanted Abbreviations" worksheet found below.

Current Job Likes Inventory

- Working outdoors
- Working indoors
- Receiving good pay
- Working good hours
- Training provided
- Getting good experience
- Learning responsibility
- Working for a successful company
- Working in a clean environment
- Getting dirty
- Receiving fair treatment
- Learning to get along with others
- Learning about the industry
- Learning to take orders
- Learning to do things on my own
- Learning to be competitive
- Building confidence
- Learning to talk with adults
- Learning to use time well
- Learning new skills
- Learning to make decisions
- Learning to plan/organize
- Helping people
- Serving people
- Persuading people
- Entertaining people
- Teaching people
- Working with hands
- Working with tools
- Using written information
- Putting information together
- Performing different duties
- Doing same daily routine
- Learning to be accurate
- Working in a career field of interest
- Having a real chance to learn
- Having chances for a raise
- Having an opportunity for promotion
- Receiving good supervision
- Working regular hours
- Having a chance for overtime
- Cooking
- Cleaning
- Supervising others
- Talking with customers
- Working 12 hour shifts
- Working the night shift
- Working the day shift
- Location of place of employment
- Operating machinery

What Motivates You?

Read through the list below of work motivators and rank all 10 in order of importance to YOU, with 1 as your most important motivator and 10 as your least important. If you are having trouble, it helps to decide on the most important and the least important motivators and then move to the second most important and least important motivators and so on.

What motivates you?	Description	Your rank
Challenge	You like to engage in demanding and complex tasks, and to have challenge, variety, novelty and obstacles to overcome in your job.	
Competence	You like to make full use of your knowledge, skills and abilities, and to be an authority in your area of expertise	
Independence	You like to be as free as possible from restrictions and rules while doing your job, to organize your own work and be accountable for your actions	
Interest	You like to do work that is interesting to you, and which gives you the opportunity to learn and improve your skills	
Lifestyle integration	You like to take into account all aspects of your life when choosing your ideal role	
Money	Pay and other material rewards are important to you, and you want to do a job that will allow you to earn a lot of money	
Recognition	You like to get positive feedback and public credit for work well done, and to be respected for your abilities	
Relationships	You like to get on well with colleagues and to work in a supportive, sociable environment	
Security	You want to have a reasonable guarantee of a stable future, with continued employment and a regular income	
Variety	You like a variety rather than repetition in your daily routine, and a job that develops over time	

This document was taken and adapted from:

www.getyouridealjob.com

On-line Job Sites

www.indeed.com

www.careerbuilder.com

www.monster.com

www.illinoisjoblink.illinois.gov (IDES site)

www.simplyhired.com

www.jobsgalore.com

www.job.com

www.localjobindex.com

www.glassdoor.com

www.craigslist.com

www.snagajob.com

www.linkup.com

www.jobcentral.com

Abbreviations Found in the Help Wanted Ads

Newspapers usually use abbreviations in the advertisements in order to save space. Abbreviations can be formed in different ways.

1. Some abbreviations may use the first few letters of the word: ex. *nec* – *necessary*
2. Others are formed by using consonants without any vowels: ex. *afts.* – *afternoons*
3. When there is a compound word or an expression with two or more words, often the abbreviation is formed from the initial letter of each word: ex. *w.p.m.* – *words per minute*

There may be slight variations in abbreviations in want ads from one region of the country to another. By reading the want ads in your local newspaper, you will become familiar with many of the abbreviations commonly used.

afts. - afternoons
appt. – appointment
approx. – approximately
asst. – assistant
cert. – certified
co. – company
comm. – commission
dent. – dental
eves. - evenings
exc. – excellent
exp. – experienced
fin. – financial
f/t – full time
hr. – hour
immed. - immediately
incl. – include
info. – information
jr. – junior
lic. – license
ltd. – limited
max. – maximum
mech. – mechanical
med. – medical
m/f – male or female
mfg. – manufacturing

min. - minimum
mo. – month
nec. – necessary
neg. – negotiable
nr. – near
pd. – paid
p/t – part-time
perm. – permanent
ph. – phone
p.o. – post office
pref.(d) – preferred
ref. – references
q. (d) – required
resp. – responsible
rge. – range
sal. – salary
sr. – senior
temp. – temporary
vic. – vicinity
w. – with
wk. – week or work
w.p.m. – words per minute
wtd. – wanted
yr. – year

Adapted from:

https://esllibrary.com/courses/75/lessons/1653/sample_pdf