

South Central College

OTEC 2000 Employment Search Skills

Common Course Outline

Course Information

Description This course introduces students to a process for developing self-awareness -- considering career opportunities, constraints, choices, and consequences -- identifying career related goals -- and planning of work, education, and related experiences to attain specific career goals. Students will also create job search documents and develop interviewing skills. The students will develop an understanding of and appreciation for the job search process. Students will use Internet and library resources. This course has an online option.

Total Credits 2

Total Hours 32

Types of Instruction

Instruction Type

4. Prepare reference sheet

Learning Objectives

Discuss the selection process for personal and professional references
Explain the value of appropriate references

5. Prepare a description of yourself using effective and positive terms

Learning Objectives

Examine a variety of positive and effective self-descriptive terminology
Discuss a variety of personality types
Discuss the interpretation of results from personality tests
Evaluate the results of personality worksheets
Evaluate personal characteristics
Discuss how personality types influence teamwork situations

6. Prepare a mailable cover letter

Learning Objectives

Evaluate the choices available for cover letters
Compare styles of format for cover letters
Identify the contents of cover letters
Identify positive words used in personal description for use in cover letter

7. Identify pre-employment discriminatory questions

Learning Objectives

Identify areas of possible discriminatory pre-employment questions
Characterize illegal pre-employment questions
Explore the value and benefits of Equal Opportunity Employment and Affirmative Action

8. Complete resume appropriate to program area

Learning Objectives

Examine different styles of resumes
Identify the differences in each resume style
Determine the circumstances under which to use each style
Explain the value of choosing an appropriate resume style
Examine the content of each resume
Assess the circumstances under which each resume would be used

9. Complete employment application

Learning Objectives

Examine employment applications
Discuss the guidelines for completing an employment application
Discuss the legal and discriminatory content of employment applications
Identify the value of completing an application completely, accurately, and honestly

10. Demonstrate knowledge of interview techniques and process

Learning Objectives

Examine interview questions
Discuss the purpose of a variety of interview questions
Explore the best possible answers for a variety of interview questions
Discuss possible responses to discriminatory interview questions
Examine positive interview behavior in attitude, posture, body language, eye contact and general strategies
Evaluate interview techniques
Describe the methods of interviewing an applicant may participate in
Explain the interview process from start to finish

11. Complete informational interview

