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| CAREER CRUISER | Navigating a Job Posting Site |

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| **Step 5** | Prepare for your chosen career. |
| **Driving Question** | How do I find a job online? |
| **Goal** | How do I find a job online? What skills do employers require for my chosen career? How do I research whether a business is somewhere I want to work? |
| **Standard** | Demonstrate mastery of the career navigation skills necessary to obtain, retain, advance within and switch employment. (CR.3.3) |

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| **FOR TEACHERS** |

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| **Timeframe** | 1 to 3 roughly hour-long lessons. |
| **Materials** | Internet and digital device access. |
| **Xello** | [Xello](https://xello.world/en/florida-college-career-ready/), Florida’s official K-12 public school career planning and work-based learning coordination system, has tools you can use on this topic! Navigate to ‘Explore’ and then ‘Opportunities’ to view local work-based learning opportunities and the companies that host them. Under ‘Home’ and ‘View All Lessons,’ consider having students complete the ‘Jobs and Employers’ lesson. |
| **Overview** | **Beginning*** Provide historical context on how businesses have sought to hire new employees – newspaper classifieds, recruiters, employer drive by of particular locations, and trends in online job posting and professional media sites.

**Middle*** Define employability skills, technical skills and academic skills.
* Visit a job posting site. Select an actual job post and research the skills and employer ratings of the job post.

**End*** Have students discuss with a partner or as a class what job requirements surprised them.

**Extension*** Have the student write a research paper on a local employer listed on EmployFlorida for the student’s preferred occupation. Include: company history, online reviews, mission/values, competitors, jobs of interest, perks/benefits/salary.
* Have the student present (PowerPoint, display board, etc.) to the class what their ideal job at their ideal employer would be.
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| **FOR STUDENTS** |

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| **Learn** |

**What’s a Skill?**

A skill is the ability to do a work task. Employers want to hire people that are highly skilled and able to perform work with excellence.

**What Types of Skills Are There?**

There are three main types of skills that employers look for:

* **Employability** **skills** are the abilities needed across a wide variety of jobs to be ‘employable.’ These are sometimes referred to as “soft” or “transferable” skills. Examples include: professionalism, teamwork, communication, critical thinking, etc.
* **Technical skills** are the abilities needed within a very specific set of jobs. These are sometimes referred to as “hard” skills. Examples include: gas tungsten arc welding, taking blood pressure, designing a website, etc.
* **Academic skills** are the abilities to read with comprehension, write and communicate effectively, make calculations, and apply scientific principles contextually. Examples within a work setting include: read directions from your boss, write a business proposal, calculate return on investment.

**How to Get Skills**

There are two primary ways to build skills – a training program (technical college/center, state/community college, university, apprenticeship, etc.) and experience (work, volunteering, community service, etc.).

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| **Do** |

**Review Job Postings**

* Go to EmployFlorida.com.
* Type the name of your preferred career in the appropriate search field. Type in your city, state, county, region or zip code. Press the ‘Search’ button.
* Select the first job posting.
* Read the ‘Job Description.’
* Scroll down and read the ‘Skills Required’ section.
* Go the ‘Employer Research’ page and click on the GlassDoor icon. Review the businesses’ ratings and reviews.
* Repeat this process two more times with other job posts.

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| **Reflect** |
| **Skills**: Pick one of the job posts you review and list 7 skills required. |  |
| **Other requirements**: List 5 job requirements that surprised you. |  |
| **Employer Positives**: Summarize the most positive reviews of working at the company. |  |
| **Employer Negatives**: Summarize the most negative reviews of working at the company. |  |